

Naunton Park Preschool Playgroup

Safeguarding and Promoting Children's Welfare



Safe Care and Policy Statement

Ethos

'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. A secure, safe and happy childhood is important in its own right.' Statutory Framework for the Early Years Foundation Stage (EYFS)

Naunton Park Pre School Playgroup is a safeguarding community and is a partnership between children and their families/carers, volunteers and paid staff. We plan to provide an environment that ensures children are safe from potential abuse, including bullying.

Whilst caring for the children we will ensure that all children are able to feel safe, secure and valued in our Pre-School. We believe that all of the children should feel empowered and respected in their place of learning and we aim to encourage them to take pride in acquiring new skills and becoming independent. As Practitioners we will, naturally, show the children affection and will respond to their emotional needs in an appropriate fashion. Children will never be expected to show affection if they don't want to and their affection will never be rejected but received in an appropriate manner.

The child's welfare is paramount as we work together to give children the very best start in life. In all aspects of our provision our duty of care is to the children. When we have a concern, all actions need to be determined with the child's best interests in mind, respecting their rights and reinforcing the adults' responsibilities to them. We adhere to the national policy of multi agency collaboration and if necessary will seek advice or clarification with our colleagues in Health, Safeguarding, Education or Specialist areas in order to meet the needs of each individual child and their families. Parents will be notified of any such discussions.

Safeguarding Children Procedures

All Naunton Park staff and committee members receive a copy of the child protection policy upon employment, or election to the committee. All staff members attend 3 yearly update/refresher training on how to implement the procedures. **Sue Boothroyd** and **Tina Oliver** are the Designated Child Protection Officer for the setting. We take Safeguarding very seriously and receive regular email updates from the safeguarding board and undertake safeguarding audits of our procedures on a regular basis. We believe that transparency in our practice is key to safeguarding children and we have a Safeguarding

Champion on our committee, **Laura Threadgold** whose role is to raise any parent concerns or any highlighted 'grey areas' as an agenda item at committee meetings. Staff also discuss highlighted 'grey areas' at weekly meetings. As well as safeguarding issues these might include any issue that poses a risk to children or adults safety within the Pre-School environment.

Volunteer helpers or newly employed staff without a relevant CRB/DBS check will never be left alone with a child.

Good relationships with parents are very important, to this effect the Pre-School Team will:

- Exchange information regularly about all aspects of the child's life.
- Mention bumps, bruises and any other worries to the parent on the day they are observed.
- Make every effort to avoid appearing that the parent is being accused; many parents will be blaming themselves already if their child has had an accident

If there is a specific concern about possible sexual or physical abuse, staff will **not** talk about this with the parent, but contact GSCB or Social Services directly.

Observing children is an integral part of our daily routine. All observations will be dated, written and kept confidential. A Safeguarding Folder is kept securely within Pre-School. Particular concerns relating to safeguarding aspects are logged and dealt with appropriately by the DSPO.

The Naunton Park Pre School works in partnership with Gloucestershire Safeguarding Children Board (GSCB) for the protection of children. We are aware of the Gloucestershire Child Protection Procedures, as listed within these policies. We also refer to the live document 'Working Together to Safeguard Children' and attend to GSCB alerts as necessary.

GSCB stipulate that all individuals working with children and families have a duty and responsibility to report any allegations and concerns of a child protection nature, which come to their attention. As from September 2009 all child welfare concerns need to be raised with CYPD Children's Helpdesk. When contact is made you will be redirected to the appropriate social work team, determined by the area the child lives, where you will be able to speak directly with a social work practitioner.

When such a concern is raised, the following action is required.



Discuss concerns with the DCPO/ Pre-School leader or Chair of the committee.



Complete a written record of the nature of the circumstances surrounding the concern including any previous concerns held.



Contact social workers for advice if there are concerns but are unsure how to proceed.

Children's Help Desk on 01452 426565, ask to speak to a social work practitioner.



Contact the Children's Help Desk when you are clear a social work assessment is required.

Children's Help Desk: 01452 426565.

Within 24 hours (immediately if concerns are about physical injury or sexual abuse) The CYPD will then take responsibility for managing any subsequent enquiries. The referral should confirm the details of the concern to CYPD, in writing, within 48 hours.



Resolving Professional Differences (escalation policy)

Remember to use the 'resolving professional difficulties (escalation) procedures if you are left feeling that the response from social care has not addressed your concerns for the child.

Advice about procedural issues including using the resolving professional differences procedure can be obtained through the Safeguarding Children Service on 01452 583629.

The table below outlines the four main categories of abuse as defined by the Department of Health 'Working Together to Safeguard Children' document 2010. Staff should be aware that the possible indicators are not definitive and that some children may present these behaviours for reasons other than abuse. However, it is important to know the indicators of abuse and to be alert to the **need to consult further**.

Type of Abuse	Possible Indicators
<p>Neglect The persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairments of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <p>provide food, clothing and shelter;</p> <p>protect a child from physical and emotional harm or danger;</p> <p>ensure adequate supervision;</p> <p>ensure access to appropriate medical care or treatment.</p>	<p>Obvious signs of lack of care including:</p> <p>Problems with personal hygiene;</p> <p>Constant hunger;</p> <p>Inadequate clothing;</p> <p>Emaciation;</p> <p>Lateness or non-attendance at the setting;</p> <p>Poor relationship with peers;</p> <p>Untreated medical problems;</p> <p>Compulsive stealing and scavenging;</p> <p>Rocking, hair twisting, thumb sucking;</p> <p>Running away;</p> <p>Low self-esteem.</p>
<p>Physical Abuse</p> <p>May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child</p>	<p>Physical signs that do not tally with the given account of occurrence conflicting or unrealistic explanations of cause repeated injuries delay in reporting or seeking medical advice.</p>
<p>Sexual Abuse</p> <p>Forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts.</p>	<p>Sudden changes in behaviour</p> <p>Displays of affection which are sexual and age inappropriate</p> <p>Tendency to cling or need constant reassurance</p> <p>Tendency to cry easily</p> <p>Regression to younger behaviour – e.g. thumb sucking, acting like a baby</p> <p>Unexplained gifts or money</p> <p>Depression and withdrawal</p> <p>Wetting/soiling day or night</p> <p>Fear of undressing</p>
<p>Emotional Abuse</p> <p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they</p>	<p>Rejection</p> <p>Isolation</p> <p>child being blamed for actions of adults</p> <p>child being used as carer for younger siblings</p> <p>affection and basic emotional care giving/warmth, persistently absent or withheld.</p>

meet the needs of another person.	
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Prevent

The Counter Terrorism & Security Act 2015

The Act places a Prevent duty on settings to have “due regard to the need to prevent people from being drawn into terrorism”.

Settings subject to the Prevent Duty will be expected to demonstrate activity in the following areas

- Assessing the risk of children being drawn into terrorism
- Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.
- Ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.
- Make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism
- Expected to ensure children are safe from terrorist and extremist material when accessing the internet in the setting

Confidentiality

- We recognise that all matters relating to child protection are confidential.
- The SDO will disclose personal information about a child or young person to other members of staff on a need to know basis only.
- However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child’s safety or well-being or that of another.
- We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Safeguarding Team or Social Care on this point.
- We will take no names consultations with our MASH team to discuss concerns we may have, but we understand that if they then ask for a name we will disclose those details and it will become an enquiry.

Fundamental British Values in the Early Years

In Naunton Park Pre School we follow advice set by PACY this includes:

Democracy: making decisions together, for example giving opportunities to develop enquiring minds in an atmosphere where questions are valued.

Rule of law: understanding rules matter as cited in Personal Social and Emotional development for example collaborating with children to create rules and codes of behaviour.

Individual liberty: freedom for all, for example reflecting on their differences and understanding we are free to have different opinions

Mutual respect and tolerance: treat others as you want to be treated, for example sharing and respecting other's opinions.

These are promoted in group time or themes and in structured sessions where required.

Photography Policy

Recommended Good Practice

The Data Protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos. Where the Act does apply, a common sense approach suggests that if the photographer asks permission to take a photograph, this will usually be enough to ensure compliance:

- Photos taken for official Pre-School use may be covered by the Act and pupils and students should be advised why they are being taken
- Photos taken purely for personal use are exempt from the Act
- Photos taken by the media are usually exempt from the Act

Permission for taking photographs of children will be obtained on admission to the Pre-School. Our new best practice ensures all staff and parent on rota personal mobiles are kept within the cupboard.

Also relevant here is our Acceptable Use of Social Networking Sites: Naunton Park Pre School recognises that Parents and Staff have a right to post photographs or information about themselves or their families on Social Networking Sites.

Naunton Park Pre School reminds parents at events such as a nativity that photographs they take will also contain images of other children and staff and that photographs or videos they take are for their own personal use and **not to be** posted on any social networking or file sharing sites, thereby protecting the privacy of all involved.

Supervision of Outdoor Activities

Children are given the option to play in or out throughout most of their Pre-School time. Waterproof clothing and wellies and a common sense approach to outdoor play ensure that children are appropriately dressed for whatever circumstances. Children will be

supervised by staff when doing outside activities. If the weather is extreme and being outside presents a risk to the safety children will remain indoors where staff will also be present.

Outdoor Play Policy

Outdoor Play is essential for all aspects of a child's development. It can provide children with experiences which enable them to develop intellectually, emotionally, socially and physically. In doing so it provides a rich context for the development of their language and encourages positive attitudes towards a healthy lifestyle.

At the centre of our ethos is the belief that by encouraging children to embrace the outdoor world we are helping future generations to understand the natural world we live in. Teaching children from a young age the importance of respecting our planet, understanding food and life cycles and awareness of sustainability will help nurture positive attitudes for generations to come.

Children's safety in the outdoor environment both in and out of setting is managed effectively. Children are taught the skills they need to keep themselves safe and a common sense approach is used and modelled with regard to managing risks. As the indoor environment is checked for hazards each day, so is the outside area. Visits out of setting are planned using a detailed plan including a risk and safety check. Staff ratios are maintained at all times with additional staff on setting visits to ensure ratios can be maintained in any eventuality.

Naunton Park Pre School ensures that equality of opportunity outside is covered by the following:

- Ensuring that all children have the ability or the support they need to play, explore and experience all outdoor learning opportunities.
- Monitoring and observing children's use of the outdoor area, reflecting on provision to ensure it meets the needs and interests of it's users.
- Respecting any cultural issues or preferences that arise from outdoor play experiences.

Rules are applied to outdoor experiences as well as indoors at Naunton Park Pre School.

Promoting Health and Hygiene

Administration of Medicine Policy

The Naunton Park Pre School staff do not normally administer medication. Where a child needs regular medication, the parent will be asked to sign a written consent form giving full detail of dosage and times. A qualified first-aider, according to the parents/carers written instructions regarding dosage and times, will be witnessed by another member of staff when giving any medication. If necessary, staff will attend specific training on individual conditions, enabling them to attend to the child's needs correctly. A record will be kept in the Medicines File in Record Folder of all medication given which then has to be signed by the parent/carer when they collect the child. Any medications will be stored in a secure location which is inaccessible to children.

Sun Protection Policy

Parents/carers are requested to send their children to Pre-School with sun cream already applied on days when it is sunny. Written consent will be obtained from parents/carers in case top up sun cream needs to be applied and a list will be maintained in the group file. Parents/carers may provide their own sun cream if they so wish.

Children will be required to wear a sunhat while outside on sunny days. Parents/carers are asked to send children to Pre-School with a suitable hat. There are additional hats available for those children who do not have proper attire.

Clothing and Footwear

Children will be required to wear clothing that is appropriate to the temperature and weather when participating in outdoor activities. During cold months parents/carers should provide, jackets, hats, scarves and gloves and these will be put on the children as appropriate. In warm, sunny weather, parents/carers need to ensure that children's shoulders are covered and sunhats provided. If a child does not have appropriate clothing for the weather conditions, Pre-School will attempt to provide alternative clothing from the spare clothes box.

Children will be required to wear sensible shoes, preferably close-toed, when playing outside. If a child does not have suitable shoes, Pre-School will attempt to provide alternative shoes from the spare clothes box. In order that our outdoor learning garden can be accessed for the majority of sessions.

Intimate Care Policy

- Staff who work with young children or children/young people who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.
- Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence nappy changing as well as more ordinary tasks such as help with washing or changing clothes.
- Children and young people's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children and young people have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Naunton Park Pre School work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
- Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children and young people as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

Naunton Park Pre School is committed to ensuring that all staff responsible for the intimate care of children and young people will undertake their duties in a professional manner at all times. Naunton Park Pre School recognises that there is a need to treat all children and young people with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

- All children and young people who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- Staff who provide intimate care are trained to do so (Child Protection) and are fully aware of best practice. Apparatus will be provided to assist with children and young people who need special arrangements following assessment from physiotherapist/occupational therapist as required.
- There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

- As a basic principle children and young people will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing or dressing themselves. Individual intimate care plans may be drawn up for particular children as appropriate to suit the circumstances of the child. These plans might include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer and their health.
- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.
- Wherever possible the same child will not be cared for by the same adult on a regular basis. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.
- Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the care given and by whom will be recorded on the changing record available in the hall. The needs and wishes of children and young people and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.
- Each child and their parents will have a Key person or senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.
- Where appropriate, all children and young people will be taught personal safety and hygiene skills carefully matched to their level of development and understanding.
- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child protection. A clear record of the concern will be completed and when necessary, a child welfare concern will be logged with the Safeguarding Children Service and a referral made to the Social Care Helpdesk. Parents will be informed that a referral is necessary prior to it being made unless doing so is likely to place the child at greater risk of harm.

- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

No smoking/alcohol

The group has a strict no smoking policy in compliance with Gloucestershire County Council Regulation – all parents/carers are asked to comply with this. The consumption of alcohol is also prohibited.

Hygiene Policy

Children will be encouraged to wipe their own noses, and they will be asked to put the dirty tissue into the bin to prevent the spread of germs. Children are also encouraged to wipe their hands and faces after snack or lunch.

Those children in nappies will be monitored closely to ensure they are clean at all times. All staff are required to wear protective aprons and gloves whilst changing the child and will dispose of the soiled nappy in sacks provided. The changing mat will be disinfected after each use. A Changing Sheet will be filled in for each nappy change. Children attending a morning and afternoon session will be changed after lunch as routine if not changed earlier in the day.

Personal hygiene is a top priority at Naunton Park Pre School. We encourage children to wash their hands before snack time, before cooking activities, after going to the toilet.

The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policies and procedures as appropriate and in line with the Gloucestershire Safeguarding Children Board and Local Authority.

This policy was adopted at a meeting of Naunton Park Pre-School Playgroup

Held on

Signed on behalf of the playgroup.....

Office.....

To be reviewed	Reviewed by	Office	Signature	Date