



St Thomas More Playgroup

Safeguarding and Child Protection Policy

As an Ofsted registered Early Years Setting we must meet the Safeguarding and Welfare requirements of the Early years Foundation Stage 2017.

We take seriously our responsibility to ensure the safety and promote the welfare of children in our care in line with the Rochdale Borough Safeguarding Children's Board (RBSCB) procedures and the HM Government's statutory guidance '*Working Together to Safeguard Children 2015*'. I have developed a structured procedure to be followed in the case of suspected abuse which is regularly reviewed and updated.

The playgroup manager attended the Rochdale Safeguarding Introduction Training on _____ you are welcome to see a copy of my certificate. I am aware of the signs and symptoms of abuse physical, emotional, sexual and those of neglect.

Staff completed Safeguarding training on _____

Staff are also aware of the Children's Needs and Response Framework which describes the levels of children's needs and how as a professional, practitioners must respond to and meet those needs. Rochdale's Children's Needs and Response Framework applies to all children and young people from conception to the age of 18 years. It has been developed to assist in assessing and identifying a child's level of need and crucially how best to respond and meet those needs as early as possible to prevent difficulties escalating into crises. My training will be refreshed as a minimum, every three years.

As the Designated officer for St Thomas More playgroup, all staff will work with other agencies to ensure the setting has adequate arrangements in place to identify, assess and support the children in our care.

The setting has an electronic copy of 'What to do if you're worried a child is being abused' which can be accessed on the playgroup's website www.stmplaygroup.co.uk

There is also a saved link to the Rochdale Borough Safeguarding Children's Board website so that parents/carers can easily access the procedures. These set out the guidelines for dealing with staff concerns and how incidents and disclosures should be recorded.

Peer to Peer abuse

Staff are aware children can cause harm to other children. Staff will promote positive behaviour within the setting at all times. Staff will recognise the need to set out reasonable and appropriate limits to help manage the behaviour of children within our care.

If staff have any concerns about possible peer to peer abuse they will refer to the Rochdale child protection procedures, www.rbscb.org.uk

Any information that indicates: sexually harmful behaviour, serious non-sexual violence or serious emotional abuse including cyberbullying and sexting, which may have been carried out by an individual or as a part of group will be referred to the MASS team.

Children who harm others are likely to have additional and complex needs and while they should be held responsible for their behaviour, they should also be safeguarded and their welfare should be promoted.

If the allegation involves children attending my setting that may have abused another child/ren in our care, staff would immediately inform Ofsted as a 'significant event'.

If staff have reason to believe that any child in our care needs protection in any way staff will:

Refer a child, if there are concerns about possible abuse, to: Rochdale Children's Social Care, the MASS team on 0300 303 0440. Following the telephone referral staff will send a written referral within 48 hours. An on-line referral form template will be completed. Staff may also need to share information about the child/ren with other agencies and professionals for example the police if requested.

All written records of concerns about a child will be kept, even if there is no need to make a referral. This will help to protect the child whilst also protecting staff. These records will be kept in a confidential and secure manner in accordance with data protection requirements.

Attend meetings as necessary for example case conferences or other multi-agency planning meetings.

Ensure that any child currently with a child protection plan who is absent is referred to their social worker / the social care team.

Follow the guidance on the prompt cards provided by the local authority.

If a child confides in staff they will;

Show that they have understood what they are saying and take their allegations seriously.

Encourage the child to talk without asking leading questions or interrupting when a child is recalling a significant event.

Record the concern and the child's comments in writing, in their own words as far as possible. The record will contain; the child's name, date of birth, date of the record, a note of the child's non-verbal behaviour, a body/skin map if appropriate to record any visible injuries or marks, staff's name and signature and any other relevant information.

Staff will inform the child that they cannot promise to share the information but reassure them that anything they do will be in the best interest of their safety.

Consult if needed or if necessary log a referral.

To avoid any allegations of abuse being made against staff, precautions to protect them from this happening will be carried out by:

Ensuring all visitors to the setting sign the visitor's book and that they do not have unsupervised access to the children under any circumstances.

Ensuring, where possible, that no workmen/women are in the setting during session hours, unless it is to repair an emergency service or for health and safety reasons.

Document every accident and incident that occurs while children are in the care of the playgroup, informing parents of such and requesting them to sign my records.

Noting any noticeable marks on the children when they arrive and asking parents to inform staff of any accidents that have occurred whilst outside of the playgroup care.

Ensuring the children are within sight and/or hearing of staff at all times according to the child's age & stage of ability.

Keeping accurate records on each child and writing a daily diary if applicable.

If an allegation was to be made, the following procedure will be carried out;

Contact The Local Authority Designated Officer (LADO)

lado@rochdale.gov.uk

Tel; 0300 303 0350

Contact Ofsted

Tel; 0300 123 1231

Morton Michel Legal Advice Line

O20 8603 0941

Various documents are kept alongside this policy. These include a copy of the 'Children's Needs and Response Framework', 'What to do if you're worried a child is being abused' and 'The Prevent Duty Booklet'.

A written detailed record of all related incidents, including what was said and by whom, with times and dates will be completed.

It is not staff's responsibility to attempt to investigate the situation themselves. After seeking advice / approval from the LADO staff may need to ask any witnesses if there were any to also write a statement detailing the incident they witnessed and giving their contact details. Staff will be supported throughout by the management team.

Staff must also inform Ofsted of any allegations of serious harm or abuse by any person working, or looking after children at the premises (whether the allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and the action taken in respect of these allegations. Ofsted will be informed as soon as reasonably practicable but no later than 14 days of the allegation being made. Staff would be committing an offence if they failed to notify Ofsted as they are the regulatory body.

Staff aim to provide an environment in which children and young people feel valued, respected and confident to approach staff members at all times and should they want to discuss anything, believing they will be effectively listened to.

Mobile Phone / Camera / E-safety

There will be a mobile phone in use for the playgroup business, this will be used as a means to communicate with parents throughout the day. If this phone is not being used it is stored safely in the kitchen area.

All personal mobile phones will be locked away with staff belongings.

Ipad's will be used for observation and assessments of children. Photographs of the children will be taken for the purpose of recording their achievements and sharing with their parents.

Parental permission will always be obtained prior to photographing or recording a child clearly stating how images would be used.

If the playgroup is wanting to use photographs for publicity purposes, a separate parental permission form would be obtained.

When a child leaves the setting any stored images will be deleted.

Social Networking

To ensure the safety of all children attending the provision and the reputation of the setting, staff will adhere to the following restrictions when accessing social networking sites such as "Facebook"

Staff will not post anything on to the social networking site that would offend any parents or children using the setting.

Staff will not post anything on to the social networking site that relates to any of the children that attend the setting.

Staff will not post anything on to the social networking site that could impact the reputation of the setting.

If parents view staffs page on social networking sites. Staff will ensure this relationship remains professional at all times.

Prevent Duty & British Values

The Statutory Framework for the Early Year Foundation Stage (2017) links with the expectation that early years practitioners will promote fundamental British values and comply with the Prevent Duty. The extracts below show what the expectations are and how staff will meet the requirements.

Staff will:

Provide any assistants with sufficient training to be able to recognise this vulnerability (Radicalisation) and be aware of what action to take in response.

Understand when to make referrals to the Channel programme and where to get additional advice and support. (In Rochdale we report concerns to MASS team and they will contact the Channel programme)

Keep children safe and promote their welfare

Be alert to any safeguarding and child protection issues in the child's life at home or elsewhere (paragraph 3.4 EYFS)

Take action to protect children from harm and be alert to harmful behaviour by other adults in the child's life.

Focus on children's personal, social and emotional development

Ensure children learn right from wrong, mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes (in an age appropriate way)

E-Safety

Staff will be extra vigilant in keeping children safe when using various technologies including the Internet.

More and more pre-schoolers are using their parents' computers, smartphones or tablets to play games, use apps, and watch their favourite TV shows. There are ways in which staff can help children to stay safe and encourage parents to help their children to stay safe.

Procedure

Any technical devices that the children will have access to will be used solely for the purpose of the setting. Children are always supervised when using any technical devices, regardless of their age.

All technical devices will have active security settings; any inappropriate content is automatically blocked.

The rules for safe internet use (including simple child friendly pictures) are shared with the children (as age appropriate) and are clearly visible. Staff try to teach children about keeping themselves safe, even when they are not in the playgroup's care.

Age appropriate conversations, activities etc will be carried out with children regarding how we stay safe. For example not talking to strangers. The NSPCC has an early years PANTS campaign which encourages children to keep their private parts covered - and to say "NO" to anyone else who asks to see/touch them. St Thomas More Playgroup will adhere to principles of their policy and act on their guidance.

Children will be taught to tell staff if there is anything or anyone that makes them feel worried or uncomfortable.

Children are taught that to meet up with online friends can be **dangerous**. If they have planned to meet anyone they must tell an adult.

Please note any visitors are not permitted to use their mobile phone or any cameras/recording devices whilst children are in the setting.

Vision and purpose

Staff to undertake appropriate Child Protection training in order to ensure staff are up to date with current procedures and policies. Including the assessment process at all levels, such as Early Help through to Child Protection Case Conferences.

Ensure the setting is always presented positively within the setting, encourage a culture of listening to children and taking account of their wishes and feelings on any measure.

Whistleblowing

Any concerns about child's safety or welfare in any situation - home life, another childcare setting/provider or anywhere else the relevant notifying authorities, (Ofsted- Whistleblowing Hotline 0300 123 3155, children's Social Care and Police non emergency 101) without delay. A written report will also be completed.

Legislation

Management will ensure that the setting renews the registration with the ICO on an annual basis, this certificate is displayed in the hallway.

If you have any concerns regarding this policy please discuss them with the management team.

Help is also available within the Local Authority as follows:-

Education safeguarding officer - 01706925384

Education welfare service - 01706925115

Multi Agency Screening Service (MASS) 03003030440

Emergency Duty Social Work Team (out of hours) 03003038875

Local Authority Designated Officer (LADO)- (Allegations of Professional Abuse) 01706 925365

Safeguarding Unit (External Agency) 03003030350

Police Protection & Investigation Unit (PPIU)- 0161 856 4810 (Child protection)

0161 856 8757 (domestic Violence)

Date: September 2018

Revised date: September 2019