

## Safeguarding Safeguarding Children and Child Protection

**Unique  
Child**

**1.3 Keeping  
Safe**

**Positive  
Relationships**

**2.1 Respecting  
Each Other  
2.2 Parents as  
Parents**

**Enabling  
Environment**

**3.4 The Wider  
Context**

**Learning  
Development**

**4.4 Personal, Social  
and Emotional**

If you should have any concerns about any child in our care please speak to **Pam Robins** our designated officer (DO) (Child Protection Officer) 07857 966788.

Haddenham Puddleducks Pre-school committee also have a co-opted designated safeguarding adviser, Hazel Cringle who can be contacted on 01844 292602.

Any referral should be made to the **First Response Team on 0845 460 001** and confirmed in writing within 24 hours using the Multi Agency Referral Form MARF.

### **It is the responsibility of the management team to ensure that:**

- All Safeguarding training is kept up to date.
- Training opportunities for all adults involved in the group will ensure that they recognise the symptoms of possible neglect and physical, emotional and sexual abuse.
- All staff are made aware of, understand and given training in The Prevent Duty Guidance so they are able to identify children who may be vulnerable to radicalization, this is part of the settings wider safeguarding duties. Providers are expected to assess the risk to children and be able to know when to make a referral. In addition to this providers are required to actively promote British Values.
- The portfolio of information is constantly updated to keep themselves and others informed, Haddenham Puddleducks Pre-school team and any other safeguarding professionals liaise to safeguard the children in our care.
- All our team and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate resources to meet the needs of the children.
- Candidates for a post at Haddenham Puddleducks Pre-school are informed of the need to carry out criminal records checks by the Disclosure and Barring Service. And the requirement for at least two references.
- It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All appointments, both paid and voluntary, will be subject to a probationary period of six months and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with the children. All staff are DBS checked and sign a suitability statement to confirm that nothing has changed since their last declaration, they do not live in the same household as another person who is disqualified, or live in the same household where a disqualified person is employed and that they are fit and well and any medication they may be taking does not impair them to work directly with children.
- Adults who have not been registered as 'fit' persons by the Criminal Investigation Board (as in parent helpers and some students) will not be left unaccompanied with children at anytime.
- Volunteers do not work unsupervised.
- We refer to the Working Together To Safeguard Children 2018 Guidance.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to, Haddenham Puddleducks Pre-school.
- We take security steps to ensure that we have control over who comes into, Haddenham Puddleducks Pre-school so that no unauthorised person has unsupervised access to the children.
- Adults will not be left alone for long periods with a child or with small groups. An adult who needs to take a child aside - for example, for time out after undesirable behaviour or nappy changing will leave the door ajar.
- Through curriculum planning children will be encouraged to develop a sense of autonomy and independence, adults will support children making choices and in finding names for their own feelings and acceptable ways to express them. This will help children to have the self-confidence and vocabulary to resist inappropriate approaches.
- Children's comments will be listened to, if these give cause for concern they will be logged on a confidential disclosure form and the Pre-schools Child Protection Officer will be informed. We take care not to influence the outcome, either through the way we speak to children or by asking questions of children.
- The layout of the playroom will permit constant supervision of all children. If they should be seen to act in an inappropriate way in their play their behaviour will be recorded in a confidential book and

concerns taken to the Designated Person and follow the guidelines from Buckinghamshire Safeguarding Children Board (BSCB) See appendix 1

- Changes in children's behaviour/appearance are recorded in a confidential book and subsequently, investigated by the Designated Person and ultimately reported these incidences will include any marks seen on the child's body on arrival or during their stay in the Pre-school session.

### **Mobile Phones and Any Smart Devices**

- Adults (staff) are not to carry their mobile phones/Smart Devices (which include smart watches) around, Haddenham Puddleducks Pre-school, but to leave them with their personal belongings. An exception is made for the two mobile phones belonging to Puddleducks
- Parents and visitors are not permitted to use their mobile phones/smart devices in the main room at Puddleducks.

### **Social Networking Sites**

- No person in your organization should ever use a social networking site (whether on or off the premises) to refer in any way whatsoever to Haddenham Puddleducks Pre-school, or to the staff, parents, visitors or children that attend the provision. The only exception is our own Facebook page which we use as an information tool.
- We remind staff of their professional boundaries and ask them not to have parents as their friends on social networking sites. We also do not permit babysitting for Puddleducks children.
- Reference to Haddenham Puddleducks Pre-school on such sites by staff, volunteers and students could result in the provision being brought into disrepute.
- If any of the above points are found to be happening then the member of staff involved will face **disciplinary action, which could result in dismissal.**

### **Internet Usage**

- Haddenham Puddleducks Pre-school does not have general use of the internet. We do now have a dedicated laptop for Special Educational Needs only which has access to the internet. This laptop is only to be used for the purpose of sending and receiving email to SEN appropriate recipients and research into SEN related topics or resources. The laptop stored is securely, backed up regularly and monitored by the manager/deputy.

### **Cameras**

- Staff will not bring their cameras into work
- Photographs of children are taken on designated cameras for the sole use of the provision.
- The Puddleducks cameras are stored securely and monitored by the manager/deputy.
- Photographs are only taken of children for whom permission from parent/carers to photograph.
- There is always a valid reason for taking photographs i.e. to promote children's learning and development.
- Images on the camera are deleted once they have been printed.
- Images are never posted on line unless specific permission has been given by the parent/carer to use the image on the Haddenham Puddleducks Pre-school web-site.

### **Support families**

The pre-school will take every step in its power to build up trusting and supportive relationships between families, the team and volunteers in the group. Where abuse at home is suspected, Haddenham Puddleducks Pre-school will continue to welcome the child and family while investigations proceed. Confidential records kept on a child will be shared with parents unless it is thought that doing so will jeopardise the child's safety or wellbeing.

We comply with the guidance from the BSCB. (copy attached), We intend to create in Haddenham Puddleducks Pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the DP, in this case the Pre-School Leader, the Child Protection Advisor and the Management Committee Chair.

### **Keeping records**

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, separate from the usual ongoing records of children's progress and development. The record will include, in addition to the name, address and date of birth of the child: timed and dated observations, describing objectively the child's behaviour and appearance, without comment or interpretation; where possible, the exact words spoken by the child and adult assisting the child; the dated name and signature of the recorder.

*Such records will be kept in a separate file and will not be accessible to people other than the DP and Chair.*

***Liaise with other bodies***

*The pre-school operates in accordance with guidelines laid down by OFSTED the registering authority. Confidential records kept on children about whom the Pre-school is anxious will be shared with the First response Team or LADO where applicable if we feel that adequate explanations for changes in the child's condition have not been provided.*

- We work within the Local Safeguarding Children Board guidelines.*
- We have a copy of 'What to do if you're worried a child is being abused' for parents and our team and all our team 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 social workers, to ensure that it is easy, in any emergency, for , Haddenham Puddleducks Pre-school and social services to work well together.*
- We will notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.*
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.*
- If a referral is to be made to the local authority social care department, we act within the area's Buckinghamshire Safeguarding Children Board Guidance in deciding whether we must inform the child's parents at the same time.*

*Attached is the Buckinghamshire Safeguarding Children Board Guidance for September 2019 (revised copy)*

***This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020***

***Signed on behalf of Haddenham Puddleducks Pre-school by .....***