

SANDCASTLE PLAYGROUP

“Keeping the PLAY in playgroup”

SAFEGUARDING CHILDREN POLICY

Child Protection Officers:

Janette Godfrey – Manager

Jackie Hardy - Deputy

Jane Faherty – Early Years Educator

Policy Statement

Sandcastle Playgroup has a duty to be aware that abuse occurs in our society. This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to physical, sexual or emotional abuse or neglect. Our prime responsibility is the well being of all the children in our care. As such, we have a duty to the children/parents/carers and staff to act quickly and responsibly in any instance that may come to our attention. Sandcastle Playgroup has a duty to report any suspicions of abuse to Ofsted, Customer First and/or the police. The Children’s Act 2004 and Care Standard Act 2000 place a duty on the Local Authority, to investigate such matters. Sandcastles will follow the procedures set out by the Suffolk Safeguarding Children Board and as such will seek their advice on all steps taken subsequently.

Child Protection Statement

Sandcastle Playgroup is here to serve children and families. We will listen and keep private anything you say to us. However, we have to inform the Children and Young People Services/Police if we are worried about the care a child is receiving.

Before a child begins to attend playgroup, we ensure that their parents/main carer has completed an Admission Form together with a form detailing any other address at which the child may reside. On the Admission Form, the person with parental responsibility is asked if they agree with statements concerning the child’s care and wellbeing. This is kept in a file in the office and contains a record of the child’s full information, together with a copy of the child’s birth certificate.

All allegations will be taken seriously, recorded and acted upon in accordance with current legislation.

The legal framework for this work is:

- The Rehabilitation of Offenders Act
- The Children Act 1989, 2004 & 2006
- Human Rights Act 1998

- Data Protection Act 1998
- Safeguarding Vulnerable Group Act (2006)
- The Protection of Children Act 1999
- The Children (NI) Order
- The Children (Scotland) Order

Physical Abuse

Action will be taken under this heading if staff have reason to believe that there has been physical injury to a child (including deliberate poisoning), where there is definite knowledge or a reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure

- a) Any sign of a mark or injury on a child when they come into a session will be recorded.
- b) The incident will be discussed with the parent/carer unless this puts the child at risk.
- c) Such discussions will be recorded and the parent/carer will have access to such records.
- d) If there appears to be any queries regarding the injury or the child, the appropriate agencies will be notified.

Sexual Abuse

Action will be taken under this heading if the staff have witnessed occasions where a child indicates sexual activity through words, play, drawing or has an extensive preoccupation with sexual matters or has inappropriate knowledge of sexual adult behaviour.

Procedure

- a) The observed incidences will be reported to the designated Child Protection Officers.
- b) The matter will be referred to the appropriate agencies and the parents/carers will not be informed.

Emotional Abuse

Action will be taken under this heading if staff have reason to believe that there is severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment.

Procedure

- a) The concern will be discussed with the parent/carer unless this puts the child at risk.
- b) Such discussions will be recorded and the parent/carer will have access to such records.
- c) If there appears to be any queries regarding the circumstances of the child, the matter will be referred to the appropriate agencies.

Neglect

Action will be taken under this heading if staff have reason to believe that there has been persistent or severe neglect to a child, (e.g. by exposure to any kind of danger

including cold and starvation) which results in the serious impairment of the child's health or development, including non organic failure to thrive.

Procedure

- a) The concern will be discussed with the parent/carer unless this puts the child at risk.
- b) Such discussion will be recorded and the parent/carer will have access to such records.

Allegations Made Against a Staff Member

Action will be taken under this heading and the following procedure will be followed:

- a) The concern will be discussed with the either of the Child Protection Officers.
- b) Contact LADO on 0300 123 2044 or email: LADOCentral@suffolk.gcsx.gov.uk - they will advise on next steps
- c) The staff member will be removed from the setting and suspended on full pay while further investigations will take place.
- d) The concern will be discussed with parent/carer.
- e) Such discussion will be recorded and the parent/carer will have access to such records.
- f) If there appears to be any queries regarding the circumstances, injury or the child, Customer First/Police/Ofsted will be notified.

In order to safeguard all children, Sandcastles are committed to practice the following:

- All staff, students and volunteers will be recruited following an appropriate induction process which is fair and open but Safeguard all children
- All staff pay due regard and work within Section 3 – Statutory Framework for the Early Years Foundation Stage (Sept. 2014) and Working Together to Safeguard Children (2013)
- All staff will attend Safeguarding Children Training Courses, as per their statutory duties.
- All staff are required to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children
- Sandcastles will ensure staff have up to date knowledge of safeguarding issues
- Sandcastle Playgroup staff will ensure that confidentiality is maintained at all times. The exception to this, is if we are worried about the care a child is receiving, where we are duty bound to inform the Child Protection Agencies .
- All staff working within the provision will be police checked through the Criminal Records Bureau (CRB) (TMG) and a record kept on the premises. The Directors shall also be checked by Ofsted.
- Adults will ensure they can be seen when with individual children or small groups.
- Adults/staff/volunteers/students who have not had an enhanced CRB Police Check will not undertake any unsupervised activity with the children. This includes nappy changing and assisting with toileting.

- Where abuse at home, outside the playgroup or in the playgroup setting is suspected, Sandcastles will continue to welcome the child and family while investigations continue.
- A policy regarding mobile phone and camera use is in place.
- A password will be used before a child can be picked up by someone not known to the group or prior arranged
- Concerns will be shared on a need to know basis and CAF Assessments will be considered to support families in need.

Date...20th June, 2015

Signed.....(for and behalf of Sandcastle Playgroup)

Date for review...September, 2016

Trustee	Sign and Date	Trustee	Sign and Date
Janette		Mandy	
Jackie		Shell	
Nicola		Bonnie	
Jane		Bea	
Chris		Emma	
Jo		Tracey	
Cecile P		Claire S	
Becky B		Michelle K	