



Preschool and Daycare

<http://www.buildingblockspreschool.co.uk>

'Where Play is a learning experience'



Building Blocks Preschool and Daycare: 'Safeguarding Children' Policy and Procedure:

At *Building Blocks preschool and daycare* the welfare and well-being of the children is paramount. Our setting will work with children, parents and the community to ensure the rights and safety of children is paramount and to give them the very best start in life.

It is our policy to promote the welfare and wellbeing of children in our care and to protect them at all times from any forms of abuse, under the Children Acts 1989 and 2004 respectively.

Working together to Safeguard Children document (2007: p: 7) defines Safeguarding and promoting the welfare of children as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Building Blocks preschool's policy and procedures for safeguarding children are in line with the guidance and procedures from Surrey Safeguarding Children Board (SSCB), and also include an explanation of the action to be taken in the event of an allegation being made against a member of staff and also cover the use of mobile phones and cameras in the setting (EYFS welfare and Safeguarding requirements 3:3. 4).

We have regard to the government's statutory guidance '**Working Together to Safeguard children 2013**' that sets out how organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children.

A designated Safeguarding Lead (DSL) will be present on site of BB at all times (during the operational hours). The DSL will be responsible for liaison with local statutory children services agencies and with the Surrey Safeguarding Children Board. They will provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as and when required.

The DSL will also check the SSCB (Surrey Safeguarding Children's Board) procedure manual (online) monthly to check that everything is up to date. **The Management team will notify OFSTED of any serious or progressing concerns towards the child.**

Links to the Every Child Matters Outcomes:

Unique Child

Positive Relationships

Enabling environments

Keeping safe 1;3

Respecting each other 2;1

Supporting every child 3;2

Health and wellbeing 1;4

Parents as partners 2;2

We are committed to promoting awareness of child abuse issues by ensuring that our staff are

Adequately trained and are aware of their own responsibilities promoting and safeguarding the

Welfare of children in our care.

Aims:

Our aims are to promote children's right to be strong, resilient and listened to; by

Creating an environment in our preschool that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.

1. encouraging children to develop a sense of autonomy and independence;
2. enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches;
3. working with parents to build their understanding of and commitment to the principles of safeguarding all our children.
4. helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults; and

We will also explain to the parents that it is our duty as a registered sessional care

Provider that we must tell Surrey County Council Children's Services if we suspect any cases of abuse or non-accidental injury. The contact details for reporting for all concerns about children are:

Surrey contact children's social services telephone number (for north east area): **0300 123 1610** for all allegations about children, and

Surrey Local authority child protection designated officer (LADO) for allegations against a member of staff, telephone number: **0300 123 1650** or LADO@surreycc.gov.uk.

In an emergency where you are concerned for the child's immediate safety you should call **Police** on 999.

Liaison with other bodies

1. We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
2. The DSL, responsible for responding to the concerns will consult with the Local authority designated officer (LADO) within 24 hours. On referral of an allegation the LADO will advise DSL of the next steps to take
 - how to manage talking about the concerns with the adult who may have harmed the child
 - what is the role of the preschool in supporting the child and the family subsequent, to any investigation and other agencies involved.
 - how to inform the child's parents/carers
 - how the employer safeguards children throughout any investigation

Key Commitment

Building Blocks Preschool is committed to building a 'culture of safety' in which children are protected from abuse and harm when in our care.

Procedures

Our policy applies to all Staff, Parents, volunteers, visitors and children. It sets out the procedures which Building Blocks preschool and daycare has in place for exercising its duties in relation to safeguarding children.

When new staff, volunteers or regular visitors join our setting they will be informed of the safeguarding arrangements in place. They will be given a copy of BB safeguarding policy and told who our Designated Professional for Safeguarding is. Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at BB preschool and the remit of the role of the designated safeguarding lead (DSL)

New staff who have not had any child protection training or staff who have had

training more than three years ago will be advised how to access up to date Child protection training.

All regular visitors and volunteers to our setting will be told where our policy is kept, they will be given a set of safeguarding procedures, and they will be told who our Senior Designated and alternate staff members are and what the recording and reporting system is.

The parents are reminded about our safeguarding policy through the preschool's newsletter.

When new children join our setting, all parents and carers are informed that we have a safeguarding policy. This is available to parents should they request a copy.

Staffing and volunteering

- We provide adequate and appropriate staffing resources to meet the needs of children.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the 'Disclosure and Barring Service' 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 (Disclosure and Barring Service) 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 do not work unsupervised and are also required to have
 'enhanced disclosure' checks.
- We have procedures for recording the details of visitors to the preschool
- We will take security steps to ensure that we have control over who comes into the preschool so that no unauthorised person has unsupervised access to the children.

In safeguarding children from abuse/neglect, we will carry out the following Procedures;

- Look out for the following signs in the children

- Cuts, bruises and burns on parts of the body where they are not usually found as a result of an accident.
- Loss of weight, over eating, or loss of appetite.
- Pains and soreness around the genital areas and bottom, with no adequate medical reason.
- Changes in behaviour.
- Changes in style of dress or deterioration in clothing.
- Distrust of adults, including those to whom they are normally closest. Absence from the setting, or irregular attendance without explanation.

Whenever worrying changes are observed in a child's behaviour ,physical condition or appearance , a specific and confidential record will be set up , quite separate from the usual on going records of children's progress and development.

- Staff will take care not to influence the outcome, either through the way they speak to children or by asking questions of children.
- Where such evidence is apparent, the member of staff makes a dated record of the details of the concern and discusses what to do with the DSL or the deputy DSL present at the premises.

Such records will be kept in a separate file and will not be accessible to people other than the preschool manager, DSL, Deputy DSL, key worker, or other member of staff as appropriate.

- If we have any concerns regarding a child in our setting we will share information with parent / carers. However if sharing information may put the child at risk of significant harm we will seek advise from the appropriate organisations - duty social worker in the Children's Services Assessment team at the Surrey County Council.
- If we feel the child will be at risk of significant harm if allowed to go home with parent /carer, we will seek advice from the Duty Assessment Team via the Social Services Contact centre. The Duty Assessment Team can be contacted via the contact centre on 0300 200 1006. between the hours of 8am to 6 pm from Monday to Friday ,The Emergency Duty Team can be contacted out of hours on 01483 517898 between 6pm and 8pm and at weekends. OFSTED can be contacted on the early years complaints line on 0300 123 1231.

Where abuse at home is suspected, the preschool will continue to welcome the child and family while investigations proceed.

With the provision that the care and safety of the child must always be paramount, the preschool will do all in its power to support and work with the child's family.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child;
- listens to the child; and
- Gives reassurance that she or he will take action.

The member of staff does not question the child.

Recording suspicions of abuse and disclosures

Staff make a record of:

- 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 log book. The DSL will be responsible for reviewing the accident / incident book regularly and record any concerns to monitor / identify possible safeguarding children's issues.

The DSL and the deputy DSL will monitor the accident and incident book regularly, and existing injuries will be recorded in a body map.

All members of staff know the procedures for recording and reporting.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know basis. Any information is shared under the guidance of Surrey Safeguarding Children's Board (SSCB).

Providing appropriate support to the families

- Building Blocks Preschool believes in building trusting and supportive relationships with families, staff and volunteers.
- The preschool 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 BB Preschool 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 preschool'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 Surrey County Council Children's Services.

Allegations against Staff

- In the event of an allegation of abuse / neglect is made against a staff member / volunteer / student, the Children's Services and Police will always investigate the allegations and these investigations will be carried out in line with Surrey Area Child protection Procedures and the children's services will inform OFSTED.
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- The member of staff will immediately be suspended on full pay while the investigation is carried out.
- Confidential records will be kept of allegations and of all subsequent proceedings.

The DSL will be responsible for sharing information with the members of the staff on a need to know basis, accessing information and liaising with external agencies to ensure information is up to date, collecting information where there are concerns regarding a child and contacting the social Services contact centre; who will provide relevant and appropriate advice and make decisions regarding referrals.

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 and/or audible to others.

Training

- We will make sure that all staff attend the “Child Protection Training” and where this cannot be achieved immediately an action plan will be in place detailing how this will be achieved.
- All members of staff are required to update their ‘Child Protection Training’ every three years.

.All our procedures are consistent with guidance from the Surrey Safeguarding Children board;

Links to legislation;

Children Act 1989 and 2004

Data protection Act 1998

Every Child Matters – Change for Children 2004

Race relation act 1976 and amendment Act 2000

Human Rights Act 2000 Freedom of information act 2000

Sex Discrimination Acts 1975 and 1986.

Social Networking;

At Building Blocks Preschool we aim to manage the use of all mobile phones effectively to make sure the potential for misuse is minimised. All staff and volunteers are aware of the need to protect children from harm, and are aware of the safeguarding children procedures.

As the setting has not got a land line, there is a mobile phone (non-camera phone) for the sole use of the setting and all existing parents and staff have the number. The phone is only used for work purposes and staff are aware, and does not use it for any other purpose. The phone is left in the room out of the reach of children and when not in use is switched off and left in a locked cupboard. All staff personal mobiles are left out of the main room and staff do not have the phones on them when working with children, and the children are not allowed in the room where the phones are kept.

Photography

We take photographs of the children as part of the process of observation and assessment of their progress, and to share what they have been doing at playgroup with their carers. Parents are asked to consent to photographs of their child being taken and being used to assist with their child’s education and development, when their child joins the preschool. Photographs may only be taken with a camera belonging to BB, and photographs taken on those cameras may only be downloaded and printed by the manager or staff members of BB preschool and daycare. Staff may not bring their own cameras into the preschool, or take photographs for any purpose other than those specified above.

Contact children's social care

If you have concerns about a child you can contact Children' Services - Monday to Friday from 9am to 5pm.

Outside of these hours call us on **01483 517898** to speak to our [emergency duty team](#). In an emergency where you are concerned for the child's immediate safety you should call [Surrey Police](#) on 999.

Local Referral, Intervention & Assessment Services

North East Area Spelthorne, Elmbridge and Epsom & Ewell	0300 123 1610*	NERAIS@surreycc.gov.uk secure email: nerais@surreycc.gcsx.gov.uk
South East Area Mole Valley, Reigate & Banstead and Tandridge	0300 123 1620*	serais@surreycc.gov.uk secure email: serais@surreycc.gcsx.gov.uk
North West Area Runnymede, Surrey Heath and Woking	0300 123 1630*	nwrais@surreycc.gov.uk secure email: nwrais@surreycc.gcsx.gov.uk
South West Area Guildford & Waverley	0300 123 1640*	swrais@surreycc.gov.uk secure email: swrais@surreycc.gcsx.gov.uk

The Multi Agency Safeguarding Hub (MASH)

Monday to Friday from 9am to 5pm

The Multi Agency Safeguarding Hub responds to initial enquiries about children and young people as a result of Police involvement with the child or their family.

The MASH is based at Guildford Police Station and combines Children's Service social workers and police staff.

If you become aware that the Police have been involved with a child, young person or family, please contact the MASH on **01483 518505** or sh.duty@surreycc.gov.uk.

Local Authority Designated Officer (LADO)

Monday to Friday from 9am to 5pm

The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children please contact the LADO on **0300 123 1650*** or LADO@surreycc.gov.uk.

Surrey Safeguarding Children Board (SSCB)

Monday to Friday from 9am to 5pm

The Surrey Safeguarding Children Board co-ordinates how children are safeguarded and protected from harm. The SSCB is based in Leatherhead.

The website [Surrey Safeguarding Children Board](#) provides guidance and protocols for professionals as well as details of child protection training courses available.

Useful contacts:

SSCB Support Team	01372 833330	
SSCB Chair (via Partnership Support Manager)	01372 833378	amanda.quincey@surreycc.gov.uk
SSCB Training	01372 833917	sscb.training@surreycc.gov.uk

Child death

Child deaths should be reported to the SSCB Child death overview panel coordinator:

CDOP Co-ordinator	01372 833319	lindaanne.king@surreycc.gov.uk
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Assessment Consultation Therapy (ACT)

To make a referral or for an initial discussion, please phone **01483 519606** or email act@surreycc.gov.uk.

Other local organisations' contact details

The Surrey Safeguarding Children Board (SSCB) website also includes [contact details for other local organisations](#) providing help and support for the family.