

Safeguarding Children Policy

Aims and Objectives

Playgroup aims to provide a secure and safe environment for all children. Any abuse, whether emotional, verbal, physical, sexual or by neglect is unacceptable. The Children Act 1989 places a clear responsibility on pre-school settings to ensure that they work together with other agencies to safeguard and promote the welfare of all children. This obligation is further clarified in the Children Act 2004, in which integrated planning, commissioning and delivery of services, as well as the improvement of multi-disciplinary working, are encouraged. Government guidance on “Working Together to Safeguard Children”, published in March 2010, sets out how individuals and organisations should work together to safeguard and promote the welfare of children. Playgroup is aware of the importance of liaising with other bodies and aims to work within the Hertfordshire Safeguarding Children Partnership’s guidelines, as detailed on <https://www.hertfordshire.gov.uk/services/Childrens-social-care/Child-protection/Hertfordshire-Safeguarding-Children-Partnership/hscp.aspx> to safeguard and promote the welfare of all children.

Safeguarding Children while at Playgroup

- The designated Safeguarding Children Officer of Playgroup is the Manager and The Deputy Manager. The designated Safeguarding Children Officer of Playgroup’s Trustees is the Chairman.
- All applicants for employment at Playgroup will be interviewed before any appointment is made and will be asked to provide two references. These references will be taken up.
- DBS checks are carried out for all members of staff. Staff are expected to sign up to the automatic update service and renew this yearly. New members of staff who are awaiting DBS clearance will not accompany children to the toilet nor work with them alone under any circumstances.
- Visitors, helping parents and students will not accompany children to the toilet nor work with them alone under any circumstances.
- Visitors, parents and students are not permitted to take photographs or video while in the setting unless they are using Playgroup cameras or iPads. Any photos uploaded onto the main computer are only used for internal purposes and will be destroyed or deleted once the child has left Playgroup. Any recordings or photos made on Playgroup iPads are used as part of observations and are to be deleted from the device once uploaded to Tapestry. These are reviewed by the Manager or Deputy Manager. Mobile phone cameras will not be used by any person while at Playgroup.
- All members of staff undertake safeguarding children training. This is updated every three years. The Playgroup designated Safeguarding Children Officer attends Safeguarding Designated Person training at least every 3 years.

- Should any allegation be made against a member of staff, the Manager will call the Local Authority Designated Officer (LADO) for guidance on the appropriate action to be taken and inform the Chairman of Playgroup. The manager will conduct an internal investigation immediately. If the allegation is made against the Manager, the Local Authority Designated Officer (LADO) will be contacted and the Chairman of Playgroup and another Trustee will carry out an internal investigation. The member of staff will be entitled to attend any meeting, with a representative of their choice. While the matter is under investigation, the member of staff will be suspended on full pay.
- Ofsted will be notified of any incident and any changes to the arrangements in the setting that may affect the wellbeing of children.
- Only those adults named on the child's registration form will be permitted to collect the child, unless the Playgroup Manager has been otherwise notified by the child's parent/carer. Any adult collecting a child will be expected to state the password specified on the registration form. Should an unknown adult arrive to collect a child, the child's parents will be contacted before the child is allowed to leave the premises, unless Playgroup has been notified in advance by the parents that this will happen and the collecting adult can supply the child's password. If the child's parents cannot be contacted, the child will NOT be permitted to leave and the Uncollected Child Policy will be applied.

Child welfare concerns

If staff have concerns about a child's welfare the following procedures will be followed.

1. If changes in a child's behaviour are observed, or any form of abuse is suspected by staff, this will be discussed with Playgroup's Safeguarding Children Officer and other relevant members of staff. These concerns may be discussed with colleagues in other agencies.
2. If, after discussion, staff still have concerns about a child's welfare, the process and procedures for referral set out in the guidance "*Recognise, Respond and Refer*" as produced by the Hertfordshire Children's Trust Partnership, will be followed.
3. If a referral is made, the setting will act within the Safeguarding Children & Child Protection guidance, in deciding whether the child's parents should be informed at the same time.
4. Subject to item 3 above, confidentiality will be maintained at all times, to ensure the safety of the child.
5. A relevant member of staff will make a specific, accurate and detailed record of all discussions and observations. Playgroup's Safeguarding Children Officer will hold these.

Important contact details/numbers:

Wheathampstead Playgroup Trustees: wheatplaygptrustees@gmail.com

Childhood Support Services – Family Information Service: 0300 123 4043

Ofsted:

Website: <http://www.ofsted.gov.uk/>

Contact: 0300 123 1231

Hertfordshire Safeguarding Children Board:

Website: <http://www.hertssafeguarding.org.uk/>

Children's Services: 0300 123 4043

Child Abuse Investigation Unit: 101

NSPCC child protection helpline telephone: 0808 800 5000

Children Schools and Families: 0300 123 4043

Local Authority Designated Officer (LADO): 01992 555 420

NSPCC child protection helpline telephone: 0808 800 5000

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