



Hingham Playgroup



Safeguarding Children and Child Protection Policy and Procedure

The safety of the children attending Hingham Playgroup is of the paramount importance.

The staff at Hingham Playgroup gets to know the children within their care very well, and are aware of any changes in the child's personal behaviour. Should a staff member have any concerns about the welfare of a child in their care, through physical or verbal disclosures, or if concerns have built up over a period of time, the staff member will inform the child protection officer within the setting. The action that is taken will depend upon the level of concern and urgency of the situation.

Please be aware that it is the playgroups responsibility and policy to record any concerns that staff members may have about a child in their care. We have a responsibility to ensure that all possible cases of child abuse are recorded and dealt with in the shortest possible time, bearing in mind that the welfare of the child is paramount at all times.

All parents/carers of children starting at the playgroup will be given a copy of this policy and our behaviour management policy as part of the induction process.

Staff Responsibilities

- All staff, regular helpers and committee members are registered with OFSTED and undergo a CRB check.
- All staff are required to be familiar with the child protection policy and to regularly attend child protection courses.
- All recruitment adverts will contain reference to the position, as one that involves working with children.
- During the interviewing process, applicants will be required to provide an employment history, and at least two references, will be followed up.

- All visitors are required to show ID before being allowed admittance to the setting. If necessary, staff will phone to confirm the ID, and if necessary admittance will be refused.
- Visitors are never left alone with children; staff accompany them at all times.
- We maintain a high child staff ratio at every session.
- Children are not left alone with staff or helpers.
- Children are supervised at all times by at least two adults - one of which must be a qualified member of staff.
- Toilet doors are always left open and if a child needs assistance from a staff member, they ensure the person in charge is aware what they are doing.
- We encourage the children to be independent.
- The layout of the hall permits constant supervision of the children.
- While changing children who are wet or dirty, we keep doors open, while maintaining child's privacy and minimising embarrassment, and ensure the person in charge is aware of what is happening.
- Staff are discouraged from showing favouritism and spending too long with one child.
- Staff respects a child's privacy and personal space. They should not pick up or touch a child who does not wish for adult contact.
- Adults do not ask the children to keep secrets.
- When managing children's challenging behaviour, staffs never handle children roughly.
- Adults do not shout (unless there is a situation of danger) at children aggressively or use sarcasm.
- Regular contact with children and families outside the setting should be informed to the leading practitioner.
- We always keep a record of any accidents or injuries sustained within the setting.
- Parents are encouraged to fill in our accident upon arrival book, to note any injuries sustained out of setting.
- Any change of child's behaviour will be recorded and discussed with the child's parent/carer.

- If an adult suspects that any child may be suffering from abuse or neglect, the settings child protection officer must be informed and our concerns will be reported to the Child Protection Team and OFSTED
- We ask parents to inform us when their child does not attend playgroup. In the case of holidays by filling out a holiday form. In cases of illness we ask parents to ring and inform us. If a child is absent for more than a week without reason a senior member of staff will ring the home to ensure everything is okay.

When concern is raised.

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

This will include:

- The child's name
- The child's address
- The age of the child
- The date and time of the observation or disclosure
- An objective record of the observation or disclosure.
- The exact words spoken by the child.
- The name of the person to whom the concern was reported, with date, time, and names of any other person present.

These records are signed, dated and kept in a separate and confidential file.

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

Disclosures

When a child makes a disclosure to a member of staff, that member of staff -

- Keep calm
- Offers reassurance to the child
- Consider what they hear
- Listens to the child

- **STAFF DO NOT QUESTION THE CHILD OR ASK LEADING QUESTIONS**
- Inform a designated person
- Record all they can as soon as possible, and as accurately as possible.
- Date, sign and time the recording.

Designated Child Protection Officers

With in the setting we have two named officers, Nicola Hindle and Paula Willmott

Role

In setting is to co-ordinate child protection and child welfare concerns.

Responsibilities

- To be familiar with the Local Safeguarding Children Board Procedures (LSCB)
- To be familiar with any child protection procedures produced by playgroup
- To contain training on child protection from an approved recognised body.
- To have responsibilities for child protection and welfare issues in the setting.
- To liaise with children's services/police where appropriate.
- To hold information and contact details on child protection procedures, consultation, referral and support services available.

Talking to parents about concerns

If we see an injury or behaviour, which causes concerns, we will ask the parent/carer for an explanation. If our concerns remain after an explanation is offered we will contact our local social services - 0844 800 8014, who then take on the case and decide upon an appropriate course of action.

In cases where we suspect serious abuse we will not approach the parents/carers but go straight to social services or the police. In situations

where we feel the child may be in danger if they go home with the parents/carers, we will dial 999 and inform the police.

Confidentiality

All cases of suspected abuse, whether or not they are proven, and the child's identity would be protected. All suspicions and investigation are kept confidential and shared only with those who need to know.

Allegations against a staff member

In the event of an allegation being made against a member of staff or volunteer the following procedure will be followed:

- The allegation must be made:- in writing, as a recording or a dictated document, which is the signed by both people concerned. (Person dictating and recording)
- A senior member of staff will contact our local LADO (local authority designated officer) who will inform staff team of the correct procedure.
- The staff member will be suspended while the allegation is investigated.
- OFSTED will be informed.
- All information about the allegation will remain confidential, and those only on a need to know basis will be informed.
- A senior member of staff or committee member will conduct the investigation, after advice has been sought from our LADO.

Contact numbers

- Children's Services 24hours - 0344 800 8014
- Ofsted - 0300 123 4234
- Norfolk Police - 0845 456 4567 / emergency 999
- Central referral & Tasking Team
- LADO officer - Grace Cheese - 01603 223473

Last review date	November 2010
Reviewed/agreed by staff team / date	

Reviewed/agreed by committee/date	
Signed on behalf of committee	
Print name/date/role	
Date of next review	November 2011