

Mayday Playschool

Safeguarding Children and child protection policy

Statement of intent

Mayday Playschool will work with children, parents, and the community to ensure the rights and safety of children and to give them the absolute best start in life. Our Safeguarding policy is based on the three key commitments:

Procedures: We carry out the following procedures to ensure we meet the three key commitments.

Key commitment 1

Mayday Playschool is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

The named staff will monitor other's records:

- **Our designated safeguarding lead (DSL who co-ordinates child protection issues is: Jo-Anne Dumas contact number 07866673351**
- **Our Deputy designated safeguarding lead who oversees this work is:**
- **Lesley Chilton contact number 07899966606**

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them, training is carried out MSCB trainers and meets the competency framework, DSL staff retrain every 2 years and 3 years for all other staff.
- All staff have an up-to-date knowledge of safeguarding issues.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and barring services before posts can be confirmed.
- Where applications are rejected because of obtaining 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 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.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - The DBS reference number:
 - The date the disclosure was obtained and details of who obtained it.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- We abide by the Safeguarding vulnerable groups Act (2006) requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern. In the case we will inform DBS and Ofsted contact number 0300 1231231.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organized by us. Parents sign a consent form and have access to records holding visual images of their child.

Key commitment 2

Mayday Playschool is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (2015).

Responding to suspicions of abuse:

- We acknowledge that abuse of children can take different forms – physical, emotional and sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - Significant changes in their behaviour
 - Deterioration in their general well-being
 - Their comments which may give cause for concern, or the things they say (direct or indirect disclosure)
 - Changes in their appearance, their behaviour, or their play.
 - Unexplained bruising, marks or signs of possible abuse of neglect: and
 - Any reason to suspect neglect or abuse outside the setting.
- We consider factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug, or alcohol abuse, mental or physical illness or parents' learning disability.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploration of children such as through internet abuse, and Female Genital Mutilation, that may affect, or may have affected, children and young people using our provision.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence, or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- We are also aware of the threat to children through radicalisation, terrorism, and extremism. All concerns should be raised firstly with our designated safeguarding lead or Deputy DSL. The lead may also contact the local police force non-emergency number 101. The Department of Education has a dedication telephone helpline (202 7340 7264) this will enable people to raise concerns relating the extremism directly. In non-emergency situations, they can be emailed at counter.extremism@education.qsi.gov.uk
- Where we believe that a child in our care or that is known to us may be affected by any of these factors, we follow the procedures below for reporting child protection concerns.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person' (either Jo dumas (DSL) or Lesley Chilton (DDSL). The information is stored on the child's personal file.
- We refer concerns to the local authority Designated Office (LADO) 01634 331229. In some cases this may mean the police or outside agencies identified by the Medway safeguarding children board.
- Staff in the setting take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give concern (disclosure). Or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour, deterioration in general well-being, unexplained bruising, marks or signs of possible abuse of neglect, that member of staff:
 - Listens to the child, offers reassurance, and gives assurance that she or he will act,

- Does not question the child, except to clarify – repeat what the child says.
- Makes a written record that forms an objection record of the observation or disclosure that includes: the date and time of the observation or the disclosure, the exact words spoken by the child as far as possible, the name of the person to whom the concern was reported, with the date and time, and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity.

Informing parents

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.
- We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have with regarding a concern.
- If suspicion of abuse warrants referral to Medway Council customer first contact number 01634 334466 parents are informed at the same time that the referral is made, except where the guidance of the Medway Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases, the social worker will inform parents.

Liaison with other agencies

- We work within the Medway Safeguarding children board guidelines.
- We have the current version of 'What to do if you're worried a child is being abused' (2015) available for parents and staff and ensure that all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding safeguarding issues,(Medway Council customer first) contact number is 01634 334466 to ensure that it is easy, in any emergency, for the setting and Medway council to work well together.
- We notify the registrations authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegations of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere) Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. Ofsted contact number is 0300 1231231

Allegations against Staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include and allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:
 - Inappropriate sexual comments
 - Excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Medway Safeguarding children board when responding to any complaint that a member of staff or volunteer within the setting within the setting, or anyone working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the (LADO) to investigate, Via Medway council Customer first
Local authority designated office (LADO) contact number 01634 331229
- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are

aware that it is an offence not to do this.

- We co-operate entirely with any investigation carried out by Medway Council Customer first in conjunction with the police.
- Where the management team and the local authority designated officer (LADO) agree it is appropriate in the circumstances, the owner will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.

Disciplinary action

- Where a member of staff or volunteer has been dismissed from the setting or internally disciplined because of misconduct relating to a child, that caused concern for the safeguarding of children or vulnerable adults, we will notify the disclosure and barring services (DBS) of relevant information, so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

Key commitment 3

Mayday Playschool is committed to promoting awareness of child abuse issues throughout its training and learning programs for adults. It is also committed to empowering young children through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical, emotional, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that designated persons receive training in accordance with that recommended by the Medway Safeguarding children board.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- All staff undertake prevent duty training

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 to others.

Curriculum

- We introduce key elements of keeping children safe into our program to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentially

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Medway safeguarding children board.

Support to families

- Mayday Playschool believes in building trusting supportive relationships with families, staff and volunteers in the group.
- Mayday Playschool make clear to parents our role and responsibilities in relation to child protection, such as the reporting of concerns, information sharing, monitoring of the child, and liaising with outside agencies.
- Mayday Playschool 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 Child's social care worker in relation to the settings designated role and tasks in supporting that child and their 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 confidentiality and client access to records procedure and only if appropriate under the guidance of the Medway Safeguarding children board.

Legal Framework

Primary legislation

- Children act (1989 s47)
- Protection of children act (1999)
- Data Protection Act (1998)
- The children Act (every child matters) (2004)
- Childcare Act 2006
- Safeguarding vulnerable groups Act (2006)

Secondary legislation

- Sexual offences Act (2003)
- Criminal Justice & court services Act (2000)
- Equality Act (2010)
- Data protection Act (1998)

Further guidance

- Working together to safeguard children (2019)
- What to do if you're worried a child is being abused (2015)
- Information sharing (2018)
- Disclosure & barring service
- Keeping children safe in education (2020)
- Statutory framework for the EYFS 2020
- Guidance for safer working practice for those working with children and YP in education settings 2019

This policy was adopted at a meeting of Mayday Playschool
Updated 7/9/20

Signed on behalf of all members of staff.