

# Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096

Village Hall, High Street, Wanborough, Swindon. SN4 0AD

Telephone Number: 790428

www.wanboroughplaygroup.org.uk Email: wanboroughplaygroup@hotmail.co.uk



## General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

### Principles

#### “The welfare of the child is paramount” – Children’s Act 1989

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.

We aim to provide a high quality setting which is welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence. We will take all necessary steps to keep children safe and well and ensure the suitability of adults who have contact with them. We will promote good health; manage behaviour; and maintain records, policies and procedures.

### Child Protection

The Senior Designated Person (SDP) for child protection is **Tracey Garton**

The Deputy Designated Person (DDP) for child protection is **Sarah Ingram**.

Staff will be alert to any issues for concern in the child’s life at home or elsewhere. All action will be taken in line with the following local and national legislation/guidance:-

- South West Child Protection Procedures (SWCPP), <http://www.online-procedures.co.uk/swcpp/>
- The Statutory Framework for the Early Years Foundation Stage – Safeguarding and Welfare Requirements 2012
- The Children Act 2004 and 2006
- “Working Together to Safeguard Children” 2013
- “What to Do If You’re Worried a Child is Being Abused” 2006
- Local Safeguarding Children Board guidance, <http://www.swindonlscb.org.uk/Pages/Home.aspx>
- Our child protection policy applies to all staff, managers, committee members, parents and volunteers working in the setting.

Other policies which should be read in conjunction with the child protection policy include:-

- Health and Safety
- Nappy Changing
- First Aid
- Administering Medicines
- Achieving Positive Behaviour
- Missing Child
- Non Collection of a Child
- Maintaining Children’s Safety and Security on the Premises
- Equality, Inclusion and Valuing Diversity
- Supervision of children on outings and visits
- No Smoking
- Emergency Action Procedures
- Complaints
- Children’s rights and entitlements

- Confidentiality
- Looked after children
- Social Networking, Mobile Phone. Computers, Phones, Camera and Electronic Communications Policy
- Supporting children with special educational needs
- Visitors

The SDP will take lead responsibility for safeguarding children ensuring that all policies and procedures are implemented and shared with all staff. They will liaise with local statutory children's services agencies, and with the Local Safeguarding Children's Board. They will provide support, advice and guidance to other staff on an on-going basis, and on any specific safeguarding issue as required.

The SDP will attend level 3 training and the DDP will attend level 2 training in child protection, this will be refreshed every 2 years. All other staff will receive level 1 child protection training every 3 years.

Training courses can be accessed by visiting the following websites  
<http://www.swindonlscb.org.uk/train/Pages/Home.aspx> and  
<http://schoolsonline.swindon.gov.uk/Pages/Home.aspx>

Training will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. (See appendix 1 for definitions of abuse - Working Together 2013)

**Signs and symptoms** of possible abuse may include:-

#### **Physical Abuse**

- Unexplained injuries or burns, particularly if they are recurrent.
- Improbable excuses given to explain injuries.
- Refusal to discuss injuries.
- Untreated injuries.
- Admission of punishment which appears excessive.
- Fear of parents being contacted.
- Bald patches in the head.
- Withdrawal from physical contact.
- Arms and legs kept covered in hot weather.
- Fear of returning home.
- Fear of medical help.
- Self-destructive tendencies.
- Aggression towards others.

#### **Failure to Thrive**

- Child's weight falling below expected centile.
- Height often falling below centile.
- Skin dry and pale.
- Hair thin and straw like.
- Lack of energy, listless.
- May drink a lot of juice.
- Refuses food. Vomiting and diarrhoea.
- Failure to meet milestone of development.
- Lack of concentration.
- Behavioural problems.

## **Neglect**

- Constant hunger.
- Poor personal hygiene.
- Constant tiredness.
- Poor state of clothing.
- Emaciation.
- Frequent lateness or non-attendance
- Untreated medical problems.
- Destructive tendencies.
- Low self esteem.
- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking).
- No social relationships.
- Compulsive stealing or scavenging.

## **Emotional Abuse**

- Physical, mental and developmental lags.
- Admission of punishment which appears excessive.
- Over-reaction to mistakes.
- Sudden speech disorders.
- Fear of new situations.
- Inappropriate emotional responses to painful situations.
- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking).
- Self mutilation.
- Fear of parents being contacted.
- Compulsive stealing

## **Sexual Abuse**

- Fearful about certain people like relatives or friends.
- Not allowed to have friends round.
- Soreness/bleeding in the genital or anal areas or in the throat.
- Finding excuses not to go home or to a particular place.
- Having recurring nightmares / afraid of the dark.
- Unable to concentrate, seem to be in a world of their own.
- Chronic ailments such as stomach pains and headaches.
- Sexually abuses or shows inappropriate sexual behaviour towards a sibling or friend.
- Exhibits a sudden change in attitudes at school
- Appears withdrawn, isolated, or excessively worried.
- Demonstrates outbursts of anger or irritability.
- Fearful of undressing

## **Disclosures**

If a child discloses abuse, it is important to respond appropriately:-

- Listen to the child and avoid interrupting except to clarify.
- Allow the child to make the disclosure at their own pace and in their own way.
- Do not interrogate the child. It is alright to ask for clarification, but leading questions should not be asked. The interviewing of children must be undertaken by trained Social workers or Police Officers.
- Do not make any promises to the child about not passing on the information – the child needs to know that you have to talk to someone who will be able to help them.
- Record the information as accurately as you can, including the timing, setting and those present, as well as what was said. Do not exaggerate or embellish what you have heard in any way.

- Inform the SDP as soon as possible (within the same working day).

Following a disclosure of abuse children will be supported in the setting. All children will be allocated a key person with whom they can develop a close relationship and who can tailor opportunities to the individual needs of each child. We will work closely with other agencies in implementing the actions of a child protection plan designed to support and protect the child. We will attend all child protection conferences, core groups and strategy meetings to support the child and family as necessary.

### **Procedures for Referral**

Any member of staff or visitor to the setting who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the SDP or if unavailable to the DDP. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

The SDP will inform Children Services Referral Team by telephone.

**Referral Team - 01793 466903.**

**Emergency Duty Service - 01793 436699 (out of hours).**

A telephone referral will be confirmed in writing using the form RF1 (electronic copy available on <http://www.swindonlscb.org.uk/wav/Pages/Forms.aspx> within 24 hours.

The referral will be shared with the parent/carer, and where appropriate with the child/young person, unless to do so may place the child at increased risk of significant harm, in which case advice should be sought from the referral team.

If a child discloses physical or sexual abuse, where the alleged abuser is either a family member or someone resident within the household, the Referral Team will be consulted before informing parents.

If the child is already subject to a Child Protection Plan the allocated Social Worker will be contacted, they will advise when, and by whom, the parents will be informed.

### **Record Keeping**

Any member of staff receiving a disclosure of abuse, or noticing possible abuse, will make an accurate record as soon as possible, noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed and discussed with the designated person for child protection.

- All hand-written records will be retained, even if they are subsequently typed up in a more formal report.
- Written records of concerns about children will be kept, even where there is no need to make a referral immediately.
- Where concerns do not meet the threshold for a referral to Social Care, consideration will be given to the appropriateness of completing a common assessment framework (CAF) and making a referral to the Locality Team for a Team Around the Child meeting.
- All records relating to child protection concerns will be kept in a locked filing cabinet and will remain confidential. They do not form part of the pupil's educational records and must be kept separate from other records.
- A chronology will be kept at the front of each individual child protection file. It will be reviewed and updated whenever a new concern is raised or additional relevant information becomes available, noting any action taken.
- The quality of child protection records will be monitored by the Manager of the setting.

- Where a child transfers to school or moves to a new setting, copies of child protection documentation must be passed within 14 days, and confidentially to the receiving school/setting. CP records must be transferred separately from general records so that they reach the destination of the SDP and not a class teacher or admin staff, with the original records retained by the setting. The SDP will contact the new school/setting and arrange a meeting to pass on child protection records. If this is not possible the SDP will have a phone conversation with the SDP at the new setting to alert them to the safeguarding concerns.
- Records will be retained in line with the Local Authorities guidance on the Transfer and Retention of Child Protection Records (LSCB website).

### **Parental Involvement**

Wanborough Playgroup is committed to helping parents/carers understand its responsibility for the welfare of all pupils.

Parents/carers can access the Safeguarding Children and Child Protection Policy:-

- In Policy File (kept on bookcase in "Information Area" in cloakroom)
- Our Website: [www.wanboroughplaygroup.org.uk](http://www.wanboroughplaygroup.org.uk)

Parents will be made aware of all our policies during their induction meeting and will sign a statement to say they understand the setting's child protection responsibilities.

Child protection or welfare concerns will usually be discussed with parents/carers. Where a referral to Social Care is needed, the agreement of parents/carers will be sought before making the referral, unless to do so may place the child at increased risk of significant harm. If a child is subject to a child protection plan, then the allocated social worker will be informed as soon as possible. A lack of agreement from the parent/carer will not stop a referral going ahead.

### **Suitable People/Safer Recruitment**

We will ensure that staff working with children are suitable to fulfil the requirements of their roles. We have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children are suitable. We request enhanced Disclosure and Barring Service checks for all staff once commencing work. We comply with recruitment procedures as set out in the South West Child Protection Procedures and Safer Recruitment Guidance.

Interview panels will have at least one person who has completed Safer Recruitment Training. There will be a Safeguarding statement in all job advertisements and job descriptions. Any gaps in employment history or unaccounted for periods of time will be fully investigated. References will be requested prior to interview.

All staff are informed that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). We will not allow people, whose suitability has not been checked to have unsupervised contact with children being cared for.

We will record information about staff qualifications, identity checks and vetting processes that have been completed (including the Disclosure and Barring Service reference number, the date a disclosure was obtained and details of who obtained it) in a central register.

### **Allegations made against staff**

We follow the SWCPP for managing allegations against staff.

- As soon as an allegation is made one of the two Local Authority Designated Officers (LADO) will be contacted on **01793 466849 or 01793 466958**
- We will gather the information required to answer questions 1 to 21 in the "Initial form for **Allegations against Staff**" (see appendix 2), but won't delay contacting the LADO because a particular piece of information is proving difficult to track down.
- The LADO contacted will advise on the appropriate action to be taken.

- Staff/volunteers will report an allegation about a member of staff immediately to the Manager, unless the Manager is the subject of the allegation. The Manager will then proceed as above.
- Where the allegation is against the Manager, the member of staff/volunteer will contact one of the LADO"s, above.
- An allegation must not be discussed with the alleged perpetrator or other members of staff/committee, unless advised to do so by a LADO.
- In exceptional circumstances it may be necessary to protect the child, by contacting the police, before contacting the LADO.
- The setting will make a referral to the Disclosure and Barring Service if at the end of the allegation process a member of staff or volunteer is removed from their position, or if they leave while under investigation for allegedly causing harm or posing a risk of harm to children.

All Staff will be directed to read the "Guidance for Safer Working Practice for Adults who Work with Children and Young People" <http://www.swindonlscb.org.uk/procedures/Pages/Home.aspx>  
Staff will read and sign to say they have read the setting's "Disclosure Policy"

### **Disciplinary action**

Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators and Ofsted so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

### **Staff Training, Support and Supervision**

All staff will receive safeguarding training appropriate to their role.

All staff will receive induction training to help them understand their roles and responsibilities. Induction training will include, as a minimum, information about emergency evacuation procedures, safeguarding, child protection, the provider's equality policy, and health and safety issues.

All staff will receive regular supervision and appraisals. Supervision will provide support, coaching and training and the opportunity for discussion of sensitive issues.

At least one person who has a current paediatric first aid certificate will be on the premises at all times when children are present, and will accompany children on outings.

All staff are required to have a sufficient understanding and use of English to ensure the well-being of children in their care.

### **The Curriculum**

We will provide a curriculum that encourages children to talk and be listened to. They will be provided with opportunities to develop the skills they need to recognise and stay safe from abuse. Children will learn that their views are valued and respected.

### **Use of Mobile Phones and Digital Photography**

We have a written policy for the acceptable use of mobile phones and cameras in our setting. ([Social Networking, Mobile Phone. Computers, Phones, Camera and Electronic Communications Policy](#))

## Information and Records

We will maintain records and obtain and share information with parents and carers, health and other professionals working with the child, the police, social services and Ofsted as appropriate to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. We will enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting. Confidential information and records about staff and children are held securely and only accessible and available to those who have a right or professional need to see them. We are aware of our responsibilities under the Data Protection Act (DPA) 1998 and the Freedom of Information Act 2000. All staff will read the setting's "Confidentiality Policy" this will cover the need to protect the privacy of the children in our care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. Information will be shared on a strictly "need to know" basis. Records relating to individual children will be retained for a reasonable period of time after they have left the provision (3 years).

This policy was adopted at a meeting of Held on	Wanborough Playgroup 10 <sup>th</sup> March 2008
Date reviewed	5 <sup>th</sup> March 2009
Date to be reviewed	March 2010
Name of signatory	Sarah Kennedy
Role of signatory (e.g. chair/owner)	Chairperson
Reviewed on:	26 <sup>th</sup> March 2012
Name of Signatory:	Kath Liston
Role of signatory (e.g. chair/owner)	Chairperson
Next Review Date:	March 2013
Reviewed on:	6 <sup>th</sup> January 2014
Name of Signatory:	Alison Petherbridge
Role of signatory (e.g. chair/owner)	Chairperson
Signed on behalf of the management committee	
Next Review Date:	December 2014



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## Appendix 1 – Definitions of Abuse “Working Together” 2013

### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to the child that they are worthless, unloved or inadequate, or valued in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or „making fun” of what they say or how they communicate. It may feature age or developmentally inappropriate expectations of the child, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another or serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### Neglect

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

Provide adequate food, clothing and shelter (including exclusion from home or abandonment);

Protect a child from physical and emotional harm or danger;

Ensure adequate supervision (including the use of inadequate care-givers);

Ensure access to appropriate medical care or treatment.

Respond to a child’s basic emotional needs.



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## Appendix 2 Initial Contact Form for Allegations Against Staff/Volunteer

1. Date of notification to LA
2. Received by
3. Setting
4. Notified by, name/role
5. Telephone number(s)
6. Date of alleged incident
7. Name of child/young person (if applicable)
8. DoB
9. Address
10. Name / status of individual reporting incident to setting
11. Name of Adult – subject of allegation
12. Role within setting
13. DoB
14. Address
15. Relevant employment history
16. Nature of allegation:  
*(continue on separate sheet if required)*

17. Are any injuries evident?  
Did the child/young person need medical attention?
18. Has parent been informed/  
contacted police?
19. Has the setting contacted police?
20. Is Adult aware of the allegation?
21. Is there an on-going risk to children/young people?

<b>Agreed Actions – if applicable</b>	<b>Action to be taken by:</b>	<b>Further information</b>
Manage any on-going risk to children/young people Discuss with LADO	LA Officer	a) Confirm no further action by LADO b) Confirm strategy or allegation management meeting/discussion required c) Discuss further action
Contact police	LA Officer	a) Confirm no involvement required b) Discuss possible police involvement

Inform parent. Explain process to be followed, confirm parent in agreement

Complete RF1

Support to child/family

Inform Adult

Advise Adult to contact union

Advise Adult of Care First support

Advise Adult to contact GP. (School contact GP if concerned)

Following decision that no further action is required by the LADO:

The LADO will record that no further action is to be taken in her records

The Owner/manager/supervisor should consider how the matter should be dealt with under employers' procedures e.g. complaints or disciplinary procedure. However if in the course of dealing with this further concerns come to light, the Early Years Safeguarding Adviser should be contacted.

If the allegation is demonstrably false or malicious, consideration should be given to any action that may need to be taken with the person who made the false allegation.