

# BROADWAY+TOWERVIEW PLAYSCHOOL CHILD PROTECTION (safeguarding & welfare) POLICY

Broadway&Towerview Playschool believes that the safeguarding and well being of the child is our first priority.

## **TO BE READ WITH APPENDICIES 1 & 2**

This policy has been developed in accordance with the principles established by the Children Acts 1989, 2004, 2006, 2016 and in line with 'Working Together to Safeguard Children' 2013 and the recommendations of Worcestershire Safeguarding Children's Board. All staff at Broadway & Towerview Playschool have a 'duty of care' if we have concerns, to inquire/observe and if we consider a child is at significant risk of harm, to act according to the safeguarding procedure laid out in Worcestershire LA Safeguarding 'yellow book' in front of main folder. All staff and committee members have read '**Keeping Children Safe in Education' Part 1. May 2016**

The manager/supervisor and **Designated Safeguarding Lead (DSL) = Jude Simms (Towerview PS- Deputy (DDSL = Becky) (Broadway PS- Deputy (DDSL) = Jo Bason)** are the designated persons to deal with and record any allegations of serious harm or abuse is made.

They are the named contacts for OFSTED and the Safeguarding Children Services Team.

All staff are aware of self-protection in the workplace in the case of an allegation being made against them.

**All policies & procedures are on notice board.** All staff have DBS certificates. Staff receive policy copies at induction and review policies annually. PROCEDURE in main folder with admission forms /complaint & chronology forms IN BACK OF ACCIDENT+ INCIDENT BOOK. Confidential Safeguarding folder in locked cabinet. Parents made aware to declare any bumps/bruises at start of each session to be recorded in Accident & Incident book. Any incidents during the session will be recorded and parents asked to explain on return.

**RATIOS** – ADULT TO CHILD = 1:8 for over 3 year olds 1:4 for under 3 year olds.

**STAFF MOBILE PHONES** will be kept in locked secure area during playschool and not accessed by staff during work hours. Playschool **DIGITAL CAMERAS/TABLETS** will be kept on premises and any photos not used for displays children's/learning journey's will be destroyed. An E-safety audit has been completed Sept 13. Staff are not to engage with families who attend the setting on Face book or social network sites unless they were previously friends- and if they are they must not engage in any 'conversations' about any of playschool business or processes.

**E-Safety** we recognise our responsibility to raise staff and parent awareness of these issues and educate our children, teaching them the appropriate actions and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

To promote inclusive practice all staff have regular training, be aware of child protection issues and are able to implement the policies and procedures. Staff will not be left alone with individual children or small groups.

**PROCEDURE FOR TOLIETING DURING FOREST SCHOOL SESSION** if a child requires the setting toilet, the forest school leader will call all children and staff to base camp - then **two members of staff** can return to setting with the child to use toilet facilities.

**NAPPY CHANGING** will be carried out within the designated area using the designated equipment provided and only by DBS staff. The designated area whilst providing privacy for the child, can be seen by other staff members thus ensuring that no child or staff member is left vulnerable. Any visitors will be asked to leave the room during this procedure.

Adults, including students on placements, who have not been registered as "fit person" will not be able to take children to the toilet or be left alone with children. The layout of the room will permit constant supervision of all children. We have a responsibility to the children and parents to assist in any way we can.

The Health Visitor is in regular contact with the group and can be called upon to help families in need.

**Cooperation between playschool staff, parents and child is essential at all times.**

**CHILDREN WHO MAY BE VULNERABLE ( Prevent Agenda) –** we recognise that some children are more vulnerable to abuse than others. **Playschool use a Vulnerability grid to monitor such children.** We give special consideration to disabled or children with SEN; young carers; living in domestic abuse situation; affected by parental substance misuse; asylum seekers; LAC – looked after children; otherwise living away from home; vulnerable to being bullied or engaging in bullying

behaviours; living in temporary accommodation; living transient lifestyles; living in chaotic and unsupportive homes; vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality; involved in sexual exploitation; do not have English as a first language; at risk of female genital mutilation; at risk of becoming radicalised, involved in gang or violent extremism.

**Playschool do not have to inform parents about contact with the Family Front Door or making a referral if concerned about the safety of the child or staff by sharing this information with them.**

Any allegations do not have to be shared with parents and will be shared with the relevant authorities in compliance with \*Worcestershire Local Children’s Safeguarding Board guidelines and Social Care Team

**RING = \*FAMILY FRONT DOOR 01905 822666** (PREVIOUSLY access centre) (Out of hours = 01905 768020)  
**EVESHAM AREA SOCIAL WORKER –JESS TURNER – 07904881723**

OFSTED – 0300 123 1231 NATIONAL BUSINESS CENTRE PICCADILLY GATE STORE STREET  
MANCHESTER M1 2WD

**CHILD PROTECTION PLAN PROCEDURE – see flow chart**

Baseline assessments on child’s demeanour /behaviour to be kept - CONSIDER **EHA**

**Any concerns/marks must to recorded in concerns record section in Accident & Incident Book.**

**Child makes allegation** – staff member confirms and writes up ASAP

Staff member reports to **DSL or DDSL (Jude, Becky or Jo)**.

1. Establish if serious concern about child’s immediate safety.
2. If NO look at records and follow up with daily obs & chronology until satisfied & talk to parents about issues – do we need Early Help Hub involvement? EHA (CAF)? TAC?
3. If YES, call Children’s Services –**Family Front Door** immediately/and/or talk with parents.
4. Do not inform parents about contact with the Family Front Door or making a referral if you are concerned about the safety of the child or staff by sharing this information with them.
5. Then make detailed notes and contact Children’s Services Family Front Door if proceeding.

Review date

Signed...../.....