

SAFEGUARDING CHILDREN

Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

Statement of Intent

At Dundry Pre-School we are committed to promoting children's welfare and taking the necessary steps to safeguard the children in our care.

We follow the procedures and recommendations set out in the document *Safeguarding Procedures* from our Local Safeguarding Children's board in North Somerset.

Our designated members of staff for safeguarding are:

.....**STACEY CLARK & CLAIR NORTHWOOD**.....

Our designated Committee member who oversees this work is:

.....**OLIVIA BOWERY**.....

Our designated members of staff have attended safeguarding training and are able to liaise with local children's service agencies when appropriate. These members of staff disseminate up-to-date information with the rest of our staff and are the first point of contact within our setting when a safeguarding issue is raised.

At Dundry Pre-School we provide a safe environment where children are protected from harm and abuse by:

- [Providing correct staff ratios as required by Ofsted
- [All staff having a full CRB/DBS check to start their job with us
- [When employing staff they are judged suitable through: interviews, references, qualifications, identity checks and medical questionnaires
- [Ensuring children are not left alone with visitors or anyone other than a member of staff

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- ┌ Asking all visitors to sign in and out when entering the building

At Dundry Pre-School we are all alert to the signs of abuse and neglect, and know that we should refer these concerns to one of our designated members of staff. All staff are asked to read the document *Safeguarding Procedures* from our LSCB and know where to access further information if they need it.

As good practice within our setting we make observations of our children and their achievements, we will also make observations if we have any concerns for the children in our care. These records will be dated and kept in our Safeguarding Folder in a locked drawer. We will use the PLA publication *Child Protection Record* to record any signs of abuse. Any conversations we have with a parent or significant person will also be kept with these records. Parents are informed that records are kept and that they can view their child's records.

If we deem it necessary to involve Social Care we would:

- ┌ Discuss concerns with the parents, recording explanations prior to contact
- ┌ If our concerns remain we would contact the Children's Social Care Department – as stipulated in our Registration requirements – informing parents of this decision
- ┌ Inform parents that personal information will need to be shared

Allegations against Staff

- ┌ We ensure that all parents know how to complain about staff or volunteer within the setting, including an allegation of abuse.
- ┌ All staff and volunteers are made aware of the role of North Somerset LADO (Local Authority Designated Officer)
- ┌ We follow the guidance of the North Somerset Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.
- ┌ We respond to any disclosure by children or staff that abuse by a member of staff may have taken place, or is taking place, by first recording the details of any such alleged incident.
- ┌ We refer any such complaint immediately to the Local Authority Designated Officer and Early Years Team Safeguarding lead to investigate.
- ┌ We co-operate entirely with any investigation carried out by the Local Authority Designated Officer in conjunction with the police and Ofsted.
- ┌ Our policy is to suspend the member of staff on full pay 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.
- ┌ We notify Ofsted of any allegations of serious harm or abuse by any person, living, working or looking after children on our premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere).

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This will be done as soon as is reasonably practicable, but at the very latest within 14 days of these allegation

- [Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify Ofsted as soon as is reasonably practicable, but at least within 14 days of the incident

Signed

Date.....

Review Date.....