



The Secret Garden Pre-school  
Wellington Avenue  
Princes Risborough  
Bucks HP 27 9HY  
07759 582307

## Child Protection.

### Policy and Procedures

We intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

In order to achieve this we will:

#### **Exclude all known abusers**

It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974. We will refer to the ISA (Independent safeguarding authority barring and vetting list)

All applicants for work within the pre-school, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two references. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

On appointment, police and social services checks will be made, using an enhanced disclosure from the Criminal Records Bureau, and checking the ISA barring and vetting list.

All appointments, both paid and voluntary will be subject to a probationary period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.

#### **Seek and supply training.**

We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

All staff will have access to Child Protection Training and this will be updated every 3 years, with refreshers every year.

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

#### **Methods**

##### **Staffing and volunteering**

Our named person who co-ordinates child protection issues is

Hayley White; with support of the staff team.

We provide adequate and appropriate staffing resources to meet the needs of the children.



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We have procedures for recording the details of visitors to the pre-school. The Secret Garden Pre-school operate a system where visitors sign in and out.

We take security steps to ensure that we have control over who comes into the pre-school so that no unauthorised person has unsupervised access to the child.

### **Prevent abuse by means of good practice**

Adults who have not been registered as members of staff will not take children unaccompanied to the toilet.

Children will be encouraged to develop a sense of autonomy and independence through adult support in choices and in finding names for their own feelings and acceptable ways to express the. This will enable the children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of the play area will permit constant supervision of all children, where the children need to spend time away from the rest of the group, the door will always be left ajar.

### **COMPLAINTS**

We ensure that all parents know how to complain about staff / volunteer action within the pre-school, which may include an allegation of abuse. A copy of the complaints policy in addition to the child protection policy is available on our website and on the parents notice board.

We follow the guidance of the Buckinghamshire Safeguarding Children's Board (BSCB) when investigating any complaint that a member of staff / volunteer has abused a child.

We follow all the disclosure and recording procedures when investigating an allegation that a member of staff / volunteer has abused a child if it were an allegation of abuse by any other person.

### **Respond appropriately to suspicions of abuse**

Changes in children's behaviour / appearance will be investigated.

Parents/ guardians will normally be the first point of reference, though suspicions will also be referred, as appropriate to the Social Care Department and OFSTED. All suspicions and investigations will be kept confidential, shared only with those who need to know.

Where a member of staff is suspected, the manager will deal directly with OFSTED and other necessary bodies, using the Buckinghamshire Safeguarding Children's Board (BSCB), via a designated officer.

If an allegation was made against the Owner, Manager or Deputy Manager, advice would be sought from the Buckinghamshire Safeguarding Children's Board (BSCB) using the Designated Officer. Staff have contact information for the BSCB



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designated officer and will bypass the pre-school's Child Protection Officer in the case of an allegation against the Owner / Manager (as they are the Pre-school's Child Protection Officer)

### **Disciplinary action –**

Where a member of staff or a volunteer is dismissed from the pre-school or internally disciplined because of misconduct relating to a child, we will notify the designated officer (from BSCB) and OFSTED, in addition to the Social Care Department; so that the name may be included on the list for the protection of children and vulnerable adults.

### **Disclosures –**

Where a child makes a disclosure to a member of staff, that member of staff;

- ✓ Offers reassurance to the child.
- ✓ Listens to the child, and
- ✓ Gives reassurance that she / he will take action.

The member of staff will not question the child, and will not make promises to the child.

### **Key Records to record suspicions.**

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to name, address, age of child, timed and dated observations describing objectively the child's behaviour/ appearance, without comment or interpretation, where possible the exact words spoken by the child, the dated name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to people in the pre-school other than the pre-school manager, and the appropriate key person.

### **Liase with other bodies**

The pre-school operates in accordance with local authority guidelines; from the Buckinghamshire Safeguarding Children's Board (BSCB). These guidelines are available for parents to read on the pre-school website and on the parents notice board.

We will notify OFSTED (local registration authority) of any incident or accident and any changes in our arrangements, which affect the well being of the children, as soon as possible, or at the latest 14 days after the event has occurred.

The group will maintain on-going contact with the registering authority, including names addresses and telephone numbers of individual social workers, to ensure that it would be easy, in an emergency, for the pre-school and the Social Care Department to work together



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Confidential records kept on children about whom the pre-school is anxious will be shared with the Social Care Department and the designated officer if the pre-school feels that adequate explanations for changes in the child's condition have not been provided.

If a report on the child is to be made to the authorities, the child's parents will be informed at the same time the report is made, except where the guidance of the Buckinghamshire Safeguarding Children's Board (BSCB) does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

All records of local NSPCC contacts will be kept.

### **Support Families**

The pre-school will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

Where abuse at home is suspected, the pre-school will continue to welcome the child and family while investigations proceed.

Confidential records kept on the child will be shared with the child's parents, except where the guidance of the Buckinghamshire Safeguarding Children's Board (BSCB) does not allow this.

With the proviso that the care and safety of the child must always be paramount, the pre-school will do all in its power to support and work with the child's family.

The pre-school adopted this policy on ...7<sup>th</sup> January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....