



Overton Preschool & Playgroup

Policies and Procedures Document

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Approved By	
Signature	

Version History

Version Number	Created/Updated By	Comment
V1.0		First version created
V1.1		
V1.2		
V1.3		
V1.4		
V1.5	Katie O'Brien	Added Version History; Updated contact details;
V1.6	Katie O'Brien	New logo; Website and documentation updates; Amend to name; Update Ref documents; Amend to mobile and camera use
V1.7	Katie O'Brien	Add in about public events and alcohol; Update links; Text amends; Remove tracked changes

Reference Documents

Computers Policy

Photography Policy

Missing Child Policy

Non Collection of Children Policy



Statement Of Intent

Overton Preschool Playgroup wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Aim

Our aims:

- create an environment in our playgroup and preschool which encourages children to develop a positive self image, regardless of race, language, religion, culture or home background;
- ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with children;
- help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- encourage children to develop a sense of personal freedom and independence;
- enable children to have the self-confidence and the vocabulary to resist inappropriate approaches; and
- work with parents to build their understanding of and commitment to the welfare of all our children.

The legal framework for this work is:

- The Rehabilitation of Offenders Act
- The Children Act 2004 section 11
- The Education Act 2002 section 175
- Human Rights Act 1998
- Data Protection Act 1998
- The Protection of Children Act 1999
- The Children (NI) Order
- The Children (Scotland) Order
- GDPR

Liaison with other bodies

- We work within the Children's Services Department.
- We have a copy of Children's Services Guidance available for staff and parents to see.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the wellbeing of children.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the Overton Preschool Playgroup and social services to work well together.
- Records of the local NSPCC contacts are also kept.
- If a report is to be made to the authorities, we act within the Children's Services guidelines in deciding whether we must inform the child's parents at the same time.
- Children's Services Department



- o Call Hants direct on 0300 555 1384 during normal office hours, Mon-Fri 9am-5pm or email childrens.services@hants.gov.uk
- o Out of hours call 0300 555 1373 – in an emergency call 999
- o Basingstoke office address: Children's Services Department, Hampshire County Council, Elizabeth II Court North, The Castle Winchester, SO23 8UG
- Hampshire Police – 101
- NSPCC Child Protection line – 0808 800 5000
- Childline – 0800 1111
- Local Safeguarding Children's Board - <https://www.hampshiresafeguardingchildrenboard.org.uk/>

Methods

Safeguarding

Staffing and volunteering

- Our named person who coordinates child protection issues is Linda Shanks and Angela Cowperthwaite.
- We ensure every member of staff, volunteers and parents know the name of this designated person, their role and contact details.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the Overton Preschool Playgroup are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of 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 police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the Overton Preschool Playgroup or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Children Act 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 child protection concern.
- We have procedures for recording the details of visitors to the Overton Preschool Playgroup.
- We take security steps to ensure that we have control over who comes into the Overton Preschool Playgroup so that no unauthorised person has unsupervised access to the children.
- We abide by the Governments statutory guidance "Working Together to Safeguard Children"
- We also meet the responsibilities outlined under the Safeguarding Vulnerable Groups Act 2006.

Disciplinary Action

Where a member of staff or a volunteer is dismissed from Overton Preschool Playgroup or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.



Training

We seek out training opportunities for all adults involved in Overton Preschool Playgroup to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in Overton Preschool Playgroup. We ensure every member of staff has received the appropriate training and attend training every 3 years to ensure we can comply with the requirements set out in 'Safeguarding Children and Safer Recruitment in Education' guidance (DSCF, 2007).

Planning

The layout of the room allows for constant supervision.

Curriculum

- We introduce key elements of child protection into our foundation stage curriculum, so that children can develop an understanding of why and how to keep safe.
- We create within Overton Preschool Playgroup a culture of value and respect for the individual, which helps the children to feel safe and able to talk freely about their concerns.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

Complaints

- We ensure that all parents know how to complain about staff or volunteer action within the Overton Playgroup and Preschool, which may include an allegation of abuse.
- We follow the guidance of the Children's Services Department when investigating any complaint that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.
- We ensure that allegations or concerns against staff are dealt with in accordance with Department for Education (DfE), Local Safeguarding Children's Board (LSCB) and Hampshire County Council (HCC).

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, Overton Preschool Playgroup investigates.
- We allow investigation to be carried out with sensitivity. Staff in Overton Preschool Playgroup take care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.



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 or he will take action.

The member of staff does not question the child.

Recording suspicions of abuse and disclosures

Staff make a record of:

- The child's name;
- The child's address;
- The age of the child;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file.

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

We ensure that copies of child protection records and/or records of concern are transferred accordingly when the child leaves Overton Preschool Playgroup.

Informing Parents/Carers

Parents/Carers are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local Children's Services Department 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.

Confidentiality

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 Children's Services Department.

Support to families

- Overton Preschool Playgroup takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- Overton Preschool Playgroup continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.



- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Children's Services Department.
- The care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Alcohol

If a parent/carer arrives to collect their child and they are under the influence of alcohol or drugs, the following will apply:

- Staff will manage the incident tactfully to ensure that the professional relationship with the family is maintained.
- We try to ensure that there are two staff present when speaking to a parent/carer so staff do not jeopardise their own safety or the safety of others.
- We try to ensure that someone comes with the parent/carer to take responsibility of the child. Should this not happen, although we have no legal right to withhold a child from a parent/carer, we reserve the right to contact any relevant authorities that we deem appropriate such as the police, children's services, etc.
- Any member of staff who feels threatened should contact the police in the first instance.
- Staff will make a full written report of the incident.
- We have a duty of care for a child's safety and as such this will determine the course of action taken.

Mobile Phone and Camera Use

Mobile phones should be kept in employees' bags or placed on the Leader's desk; not carried around the setting. Mobile phones must never be used as cameras to take photographs or videos. Should Committee members or other individuals take pictures of children on a phone or camera for publicity purposes this must be with regard to parental permissions, and all images must be deleted from the camera or phone once they have been used.

As there may be vulnerable children within the group at any time, permission is sought from all parents/carers regarding the taking of photographs and videos within Overton Preschool Playgroup by parents/carers and staff. Overton Preschool Playgroup asks parents to sign a "Consent Form for Photographs" to cover those special events where committee/staff/parents would like to take photographs or videos of the children. On certain occasions the local press are invited into Overton Preschool Playgroup who usually request representative children to use for photographs and take names.

Parents and carers are reminded at any Overton Preschool Playgroup event, that if they should choose to take pictures of their child/ren, which is allowed they should not however share or publish any photos or videos on social media sites.

Annual Review

We review this policy annually in line with DfE, LSCB and HCC guidance.



Working Together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

Hampshire Safeguarding Children Partnership

<https://www.hampshirescp.org.uk/procedures/#>

Hampshire County Council – Model Child Protection Policy (September 2019)

<https://www.hants.gov.uk/educationandlearning/safeguardingchildren/procedures>

Safeguarding Children & Safer Recruitment in Education (Department for Education)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

What to do if you are Worried a Child is Being Abused (HM Govt. March 2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190604/DFES-04320-2006-ChildAbuse.pdf

Statutory Guidance on Female Genital Mutilation

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

The Prevent Duty & Promoting British Values

From 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. Here at Overton Preschool Playgroup we take Safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent duty we will:

- Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation.
- Build the children’s resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world).
- Assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.
- Ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way.
- Be aware of the online risk of radicalisation through the use of social media and the internet. As with managing other safeguarding risks, our staff will be alert to changes in children’s behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach



means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly.

- Not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. The key person approach means that we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly
- Work in partnership with our LSCB for guidance and support.
- Build up an effective engagement with parents/carers and families. (This is important as they are in a key position to spot signs of radicalisation).
- Assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.
- Ensure that our DSOs will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff.
- Ensure that any resources used in the nursery are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively.

Prevent Duty Guidance

<https://www.gov.uk/government/publications/prevent-duty-guidance>