

Safeguarding Children – 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.

Staff and volunteers

- Our designated member of staff who co-ordinates child protection issues is:
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- Our designated officer who oversees this work is:
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We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too. Gan Alon ensures that all staff have an up-to-date knowledge of safeguarding issues.

Disclosure and Barring Service (DBS) Checks

Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed. Where applications are rejected because of obtaining 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 Disclosure and Barring checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:

- the criminal records disclosure reference number;
- the date the disclosure was obtained; and
- details of who obtained it.

We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).

We abide by the Safeguarding Vulnerable Groups Act (2006) 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 a child protection concern.

Visitors

All visitors to Gan Alon have to pass through the 'Gatehouse' security to ensure that we have control over who comes into the setting so that no unauthorised person has access to the children. We have procedures for recording the details of visitors to the setting.

We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a Digital Image consent form and have access to records holding visual images of their child.

Excluding 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. Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau before posts can be confirmed.

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 at least one reference, all such references will be followed up. Volunteers do not work unsupervised.

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

Responding to Suspicions of Abuse

We acknowledge that abuse of children can take different forms – physical, emotional and sexual, as well as neglect. When children are suffering from abuse changes may occur in children's behaviour, appearance, play and through the things they say (direct or indirect) disclosure all changes will be investigated.

Where such evidence is apparent, the child's keyworker makes a dated record of the details of the concern and discusses what to do with the Setting Manager and the Area Senco.

Gan Alon will refer concerns to the local authority children's social care department and will co-operate fully with any subsequent investigation. **NB** in some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.

We will use the detailed reporting format contained in the Common Assessment Framework (CAF) when making a referral to children's social care or other agencies.

Keeping Records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up. The record will include, the name of the child, address and age of the 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 the child's red folder and will not be accessible to the people in the pre-school other than the Head Teacher, staff/keyworker.

Liaising With Outside Professionals

Gan Alon has a copy of 'What to do if you are concerned about a child' and all the staff are familiar with what to do if they have concerns. There are procedures for contacting the local authority on child protection issues. We would notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children.

Gan Alon will also inform the NSPCC.

Informing Parents and Supporting Families

If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance on deciding whether we must inform the child's parents at the same time.

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 Safeguarding Children Board 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.

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

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.

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

Transfer of confidential information

The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in the setting and what was done about them.

A summary of the concerns will be made to send to the receiving setting or school, along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these.

Where a CAF has been raised in respect of any welfare concerns, the name and contact details of the lead professional will be passed on to the receiving setting or school.

Where there has been a s47 investigation regarding a child protection concern, the name and contact details of the child's social worker will be passed on to the receiving setting or school – regardless of the outcome of the investigation.

This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked as 'confidential'.

Allegations Against Staff

Gan Alon will respond to any complaint made by a parent or disclosure by children or staff that abuse by a member of staff or volunteer, within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.

Any such complaint will be referred immediately to the local authority's social care department to investigate. We will also report any such alleged incident to Ofsted. We are aware it is an offence not to do so.

Where the management committee and children's social care agree it is appropriate, the member of staff will be suspended on full pay for the duration of the investigation. This is not an admission the alleged incident took place, but to protect the staff, children and families throughout the process.

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

Whistle Blowing

Gan Alon has a whistle-blowing policy and procedure designed to encourage a free and open culture, within the pre-school, between staff, volunteers and all other colleagues from this site who engage with the pre-school.

The policy applies in cases where an employee believes that a serious occurrence, such as a criminal offence or, that the health and safety of an individual is likely to be endangered, or any serious offence or action is likely to occur, or has occurred.

The policy details how to raise a concern and how the matter will be dealt with subsequently.

All staff and Chairpersons are asked to read and sign that they agree to the policy.

Mobile Phones

To ensure the safety and welfare of children in our care we operate a personal mobile phone usage policy which stipulates that personal mobile phones cannot be used when in the presence of children, on the premises.

Mobile phone calls may only be taken at staff breaks or in staff members' own time.

If a member of staff has a personal emergency they are free to use the setting's phone or make a personal call from their mobile outside of the pre-school rooms.

Members of staff will not photographs of children on their personal mobile phones.

During outings nominated staff will have access to mobile phones, which is to be used for emergency purposes only.

The advice line, operating Tuesday and Wednesday from 09.30am – 11.30am is; **020 8359 4336**. This number is available for consultation, advice or when you just want to talk over a situation and case names are not required

The L.B. Barnet Referral and Assessment Team - 020 8359 4066

Social Networking Sites

When using social networking sites in their own time:

- Staff will not discuss Gan Alon or use the names of any staff, child or parent when communicating with others.
- Staff will not upload any photographs or videos of children taken at Gan Alon.

- To do any of the above will be an instant dismissal from Gan Alon Pre-School.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)
