

# **SARRATT DUCKLINGS PRE-SCHOOL**

## **SAFEGUARDING POLICY**

Child Protection is provided by Hertfordshire Safeguarding Children's Board, who supply support to families whose children are in need of safeguarding to promote their welfare and upbringing.

Sarratt Ducklings aims to provide a safe and caring environment in which the children can receive the best start to their educational experiences.

To do this, we all work together to create a pre-school that enables the children to develop a positive self-image, regardless of race, language, religion, culture or home background. We encourage the children to develop relationships with their peers and known adults. We work with parents to build on their child's vocabulary, self-confidence, independence and understanding.

The safety of the child is always of paramount importance to us all.

- \* We check the classroom and outside area before each session, to make sure that it is safe.
- \* The exterior gates are locked once all the children have arrived, late arrivals can access the site via the Ducklings gate (parents will need to telephone 01923 266694 (Ducklings) on arrival so the gate can be unlocked).
- \* An adult is always positioned at the door at the start and end of each session, to ensure that the children are delivered and collected safely.
- \* Children are never allowed to leave without their authorised adult. In the event of a parental emergency, we can be contacted by telephone and notified of a change in collection procedure. We also have a password system in operation.
- \* If neither of these procedures have been used, we will keep the child at Ducklings until we can contact the authorised adult for verification.
- \* The setting allows for the children to be within the view of a member of staff at all times.
- \* No unauthorised person would be allowed to have unsupervised access to a child at any time.
- \* All staff and Management Committee members are police checked to ensure that they are not disqualified from holding a position working with children. This is in accordance with Ofsted procedure.
- \* We ask all visitors to sign in on arrival at Sarratt Ducklings and give brief details of their reason for visiting us, so we know who is in the setting at all times.
- \* A daily staff register is kept, so that we always know who was working at any given time/date.

We encourage the children to discuss their feelings and talk about what makes them happy or sad, so that we can learn to recognise and accept these feelings in themselves and respect them in others. We also discuss, as appropriate, general rules for their safety.

If a child arrives at Sarratt Ducklings with injuries, the staff would:

- \* Ensure that, if necessary, immediate medical attention was given.
- \* Ask the parent/carer how the injuries occurred.
- \* Make a written record, including diagrams and explanations given. This information may be needed to give full information to Social Services, if a referral is necessary.
- \* Notify the person in charge of the setting.

If it is suspected that the injuries are caused as a result of assault or neglect, the person in charge will notify:

- \* The Safeguarding Children's Board.

We notify our registration authority, Ofsted, of any incident or accident and any changes in our arrangements, which affect the well-being of children.

If during conversation or other contact with the child we have cause to suspect abuse, either physical, emotional, sexual or neglect, we will:

- \* Listen to the child but **not** question them.
- \* Comfort and reassure them that they are not responsible and that action will be taken.
- \* Follow this disclosure up appropriately, in accordance with the board.
- \* Write down the exact wording used by the child, or what causes our concern about the child's safety. This information would include the child's name, age and address.
- \* Write down the name of the person to whom the concern was reported and the time, then sign and date the information.

This information would then be shares with:

- \* The person in charge of the setting who would contact:
  - \* The Safeguarding Children's Board who will offer support and advice wherever possible, but they are not responsible for conducting enquiries into the allegation/suspicion.

Once a child has been referred, they and the board will make an assessment of the child's needs.

If an allegation was made against a member of staff or volunteer in the setting, this would be treated in the same way as one against any other person.

Parents are the first point of contact. If a suspicion of abuse is recorded, they are informed at the same time as the report is made, except where the guidance of the local Safeguarding Children's Board does not allow this. This is usually in a case where the parent is likely to be the abuser. In these cases, the investigating officers will inform the parents.

All our staff are familiar with our procedure for reporting a disclosure to the correct member of staff and will treat all information received with their usual respect for confidentiality.

Children, Schools & Families (CFS)/Child Protection telephone number: .....

0300 123 4043

*Also refer to Appendix 1.*

Policy adopted by Sarratt Ducklings Management Committee

Date:

Signed: