



Cheshire East Local
Safeguarding Children Board



Cheshire East Model Safeguarding Policy for Early Years Settings

Sutton St James Pre-School,
Church Hall, Church Lane, Sutton, Macclesfield, Cheshire. SK11 0DS.

Introduction

The Safeguarding Policy for Sutton St James Pre-School must be read in conjunction with a range of other welfare policies this setting adheres to (e.g. Behaviour Management, Nappy Changing/ Toileting, Health and Safety, Medication, Safe Recruitment, E-safety etc) and the Staff Code of conduct. All our policies are available to staff and parents. The Further Guidance document contains additional information which all staff must read.

New staff/volunteers/students will read and sign to say they have read the policy as part of their induction process.

At Sutton St James Pre-School we have an ethos which recognises that every member of staff/volunteer has a key role in the prevention of harm, early identification, intervention and support for children at risk of significant harm.

We endeavour to provide an environment in which children are safe and feel safe, where they are valued, where they are listened to and where they know that their concerns will be taken seriously.

At Sutton St James Pre-School, the Manager – Mrs Rachel Reid follows the current statutory guidance for Safeguarding.

Our Manager, Mrs Reid, is aware of the range of statutory requirements and good practice guidance documents that are in place to support the setting in meeting the welfare and safeguarding needs of children. Mrs Reid is responsible for maintaining her knowledge and making other staff aware of their responsibilities in relation to the safety and welfare of the children in the care of Sutton St James Pre-School.

“It is expected that every person working in the early years sector should have an up to date knowledge of safeguarding children issues and be able to implement their setting’s safeguarding children policy and procedures appropriately. These policies should be in line with the LSCB guidance and procedures”

Working Together to Safeguard Children 2010
Page 15, para 2.170

Safeguarding and Welfare Requirements.

The Statutory Framework for the Early Years Foundation Stage (EYFS) sets out the safeguarding and welfare requirements that focus on the safety and well-being of children.

This setting recognises the responsibility to:

- safeguard children and promote their welfare;
- promote good health;
- manage children's behaviour;
- ensure the suitability of adults who have contact with children;
- ensure that adults looking after children have appropriate qualifications, skills and knowledge;
- ensure that staffing arrangements keep children safe;
- ensure that organisational arrangements enable all children to have a positive learning and development experience;
- ensure facilities are safe and suitable; and
- maintain records, policies and procedures.

Definition

"Safeguarding" is an umbrella term encompassing the whole safety and well-being of a child and recognises the importance of the preventative agenda and early intervention. At Sutton St James Pre-School the Cheshire East 'Levels of Need' Document (Appendix 1) is shared with our staff to support their understanding of the range of safeguarding and welfare needs children and families may need support with.

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. (Working Together 2010, para 1.24, p35)

Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. At Sutton St James Pre-School we aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

Safeguarding is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health and development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

And undertaking that role so as to have optimum life chances and to enter adulthood successfully.

Working Together to Safeguard Children 2010 P34

The Role of Leadership and Management in Safeguarding Children

Our Manager takes all necessary steps to keep children safe and well and must also be alert to any issues for concern in the child's life at home or elsewhere.

Our Manager ensures that written policies and procedures are in place to safeguard children, in line with the guidance and procedures of Cheshire East Local Safeguarding Children Board (LSCB).

At Sutton St James Pre-School these policies and procedures are available for all staff and parents to read – please speak to the Manager, Mrs Reid.

All staff sign to say they have read these policies and these signatures are available to view, please speak to the Manager should you wish to view them.

The policies are reviewed annually or when there are significance changes to legislation and guidance

Our Manager ensures all staff are recruited safely, trained appropriately and that new staff, volunteers and students receive guidance about Safeguarding procedures during their induction process.

Our Manager must identify and support a Safeguarding of Children Coordinator (SoCCo)

Our Manager will notify Ofsted and the local child protection agencies of any serious accident or injury to, or the death of, any child while in their care. This will be done as soon as reasonably practical within 14 days of the incident occurring

A practitioner must be designated to take lead responsibility for safeguarding children in every setting. This practitioner is responsible for liaison with local statutory children's services agencies, and linking up with the Local Safeguarding Children Board . The lead practitioner should provide support, advice and guidance to other staff on an ongoing basis and in particular if any safeguarding issues arise.

Statutory Framework for the EYFS Consultation Document 6th July 2011

(3.7 Page 16)

The name of our Safeguarding of Children Coordinator (SoCCo)

Is: Mrs Rachel Reid

The Deputy SoCCo is: Mrs Sarah Haigh

The Committee Member (If appropriate) with responsibility for Safeguarding

Is Miss Gayle Parks

Procedures for Child Protection

All staff members who have, or become aware of, concerns about the safety or welfare of a child or unborn baby should discuss any concerns they have with our Manager to clarify their understanding of the child's circumstances.

If there are still concerns about the safety or welfare of the child, the SoCCo will have further discussions with staff in Children's Social Care who will be able to advise on whether the concerns meet the threshold for child protection enquiries and what further information or actions

may be required. If concerns remain after discussions, the child should always be referred to Children's Social Care for the area in which the child is living at the time.

If staff at Sutton St James Pre-School have concerns for the immediate safety and welfare of a child we will act without delay to notify child protection agencies identified by the Local Safeguarding Children Board in the area in which the child lives

If a referral is made to the Children's Assessment Team (Children's Social Care) this will be confirmed in writing within 48 hours by completing Safeguarding Children in Education Referral Form .

The responsibility for completing this form lies with Mrs Rachel Reid.

Cheshire East Emergency Contact Numbers

Children's Assessment Team (Children's Social Care) : 0300 123 5012
(Mon-Thurs 8.30 a.m. – 5pm or Fri 8.30 a.m. – 4.30 pm)

Out of Hours Service: 0300123 5022

Safeguarding Advisor for Early Years Settings: 01606 275039

LADO Service: (allegations against staff) 01606 288931

Police: 0854 458 0000

OfSTED: 0300 123 4666

At Sutton St James Pre-School we will ensure that staff understand our Safeguarding Policies and procedures and that all staff have up to date knowledge of safeguarding issues. These are written in line with the Cheshire East Local Safeguarding Children Board (LSCB) Procedures.

It is acknowledged that abuse of children can take many different forms; physical, emotional, sexual, neglect and bullying. Children are also at risk where there is Domestic Abuse within the family. Staff have completed a Safeguarding course to ensure they are aware of the different types of child abuse.

At Sutton St James Pre-School staff recognise that early intervention is key and that they must record and refer all suspicions of abuse/significant harm to children to the SoCCo as soon as concerns arise.

Mrs Rachel Reid, Mrs Sarah Haigh and Ms Sophie Hill will support staff to identify, understand and respond appropriately to signs of possible abuse and neglect, including:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;

- any reasons to suspect neglect or abuse outside the setting, for example in the child's home;
- inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Working with Parents/Carers

At Sutton St James Pre-School we work in partnership with parents and keep them informed. We recognise that early intervention and sharing information with parents and other agencies is crucial.

Concerns must always be discussed with parents and their permission received to share information with other agencies unless seeking permission may itself place a child at risk of significant harm.

Examples of where this may cause such harm include:

- where sexual abuse is suspected or disclosed;
- where Fabricated or Induced Illness is suspected ;
- where there are fears for the safety of the child due to possible action by members of their family
- where it is not possible to contact the person whose consent is required immediately and prompt action is required to establish or ensure the child's safety

All staff must have regard to the guidance set out in the publication '**What to do if you're worried a child is being abused**', available from the DfE website (<https://www.education.gov.uk/publications/standard/publicationdetail/page1/dfes-04320-2006>).

We also encourage parents to recognize their responsibilities in supporting our setting to keep children safe by

- requesting them not to publish photos of their or other parent's children with their names and name of this setting on social networking sites
- requesting they do not discuss the setting on social networking sites
- requesting them to follow procedures outlined in other policies (e.g. medicine policy/reporting accidents/illness/absence etc)

Allegations Against an Adult Working with Children or Young People

At Sutton St James Pre-School the staff are made aware of the procedures to be followed if there is an allegation against an adult working with our children by

In most circumstance allegations should be reported to and discussed with the Manager, Mrs Rachel Reid. In their absence it will be reported to a Mrs Sarah Haigh or Ms Sophie Hill. Allegations against the Owner/ Manager should be reported to and discussed with the Chairperson, Ms Sam Balme.

This setting will follow the procedures outlined in the guidance from Cheshire East LSCB. Details are available on-line.

The procedures must be applied when there is a concern or an allegation that any person who works with children and young people, in connection with his/her employment or voluntary activity, has

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.”

Any allegation of serious harm or abuse by any person living, working or looking after children at the premises will be reported to Ofsted.

Maintaining Records, Confidentiality and E- Safety

At Sutton St James Pre-School records relating to Safeguarding and Child Protection are kept securely and separate to children’s learning records. They are accessible only to those who have a right or professional need to see them. An example of the proformas used is given in Appendix 5 The following process must be followed in relation to record keeping:

- Any member of staff who has concerns about the welfare of a child must record and share this information, without delay with the SoCCo
- Staff must make a brief accurate record of these concerns using the agreed pro-forma, recording any allegations that the child makes in the child’s own words
- These records are stored securely, separate from the child’s developmental records until the child reaches the age of 25 years old
- The information is shared with Staff and other Professionals only on a “need to know basis”.
- The child protection record must be transferred confidentially to the SoCCo/Safeguarding Lead at the receiving setting/school when a child leaves the setting.

At Sutton St James Pre-School our staff are expected to maintain confidentiality at all times as outlined in our Confidentiality Policy. However, they have a professional responsibility to share information with other agencies in order to safeguard children.

Confidential discussions with parents/carers will take place in Pre-School.

Staff are also made aware of their responsibilities for the safe use of technology such as mobile phones and cameras and e safety as outlined in our E-safety policy).

Safeguarding Training

The practitioner with lead responsibility for safeguarding must attend a child protection training course. The high level content of this training must enable practitioners to identify, understand and respond appropriately to signs of possible abuse and neglect It must also conform to advice from the Local Safeguarding Children Board

Statutory Framework for the EYFS Consultation Document 6th July 2011 3.8 Page 16

Providers must train all staff to understand their safeguarding policies and procedures, and to ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the provider must enable staff to identify, understand and respond appropriately to signs of possible abuse and neglect.

Statutory Framework for the EYFS Consultation Document 6th July 2011 3.9 Page 16

Staff are provided with regular safeguarding updates by Mrs Reid.

Dissemination of Policy

The Safeguarding Policy was shared with existing staff /Committee members and all have signed to confirm they have read it. These signatures are available (Master Policies file) Safeguarding policy and procedures will be discussed during the induction process for new staff, volunteers and students.

Policy Review

This Safeguarding policy is reviewed annually or sooner if there are any changes to Statutory regulations. Following each review all staff are expected to read the policy and sign to say they have read it and that they understand the procedures to be followed.

This Policy was adapted from the Cheshire East Model Safeguarding Policy.

Name: Mrs Rachel Reid

Role: Manager

Date: 15/01/2014

Signature

Date of next Review: January 2015

This setting has undertaken a Safeguarding Audit which lists other policies linked to Safeguarding and their review dates. The Safeguarding Audit was first completed in Nov/Dec 2013 and will be undertaken annually. It is located in a locked cupboard, available upon request.