

## Little Stars Pre-School

### SAFEGUARDING CHILD PROTECTION POLICY

We intend to create an environment for children to be safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this, we will:

- Make sure all staff have current Enhanced Criminal Record Bureau Disclosures before commencing employment. Any staff member without a current CRB will not carry out toilet monitoring or nappy changing. It is our policy to ensure that all staff, students and regular volunteers have such checks to ensure the safety of the children within the setting. Information and guidance is sought from the LSCB (Local Safeguarding Children's Board).
- Check all references and qualifications on application forms are true before offering a position of employment
- Maintain staff training and awareness, ensuring staff are vigilant at all times and safeguarding is discussed at all staff meetings
- Maintain adult to child ratios at all times
- Respond to suspicions of abuse by:
- Reporting any incident to the manager as soon as possible, they will then follow out the next procedure ( See Flow Chart attached)  
Body maps can be used with written information if need be.
- All information about any child will be strictly confidential and only known to the observer and the manager
- We aim to support families and have good communication between ourselves and them
- Work professionally with external agencies if and where necessary they may include: Children's Services, NSPCC, Health visitors, Education authority, Police and LADO.
- If allegations were made against a member of staff, the staff member would be suspended on full pay, pending an internal investigation. OFSTED would also be informed and be involved in the investigation where appropriate. The Local Authority Designated Officer (LADO) Jaqueline Coonie-023 92841220, would be contacted immediately. The LADO captures concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case. They will provide advice and guidance and help determine that the allegation sits within the scope of the procedures. Within the role the LADO helps co-ordinate information sharing with the right people. They will also monitor and track any investigation with the expectation that it is resolved as quickly as possible.

- The setting will give support to any staff member who may have been involved in any case of abuse, they sometimes need counselling to help them through it. Close contact will be kept throughout the investigation until the conclusion.
- A Notifiable diseases poster is displayed within the pre-school for all staff and parents to read. Health and Safety officers update information as and when necessary informing staff members of any changes that may occur. In such case that a notifiable disease is reported Health and Safety Officers within the setting will contact the Health Protection Unit (HPU) 0845 0552022.
- Update our policy annually unless changes need to be made prior to such date

This policy was adopted by Little Stars Pre-school

Date: 28/01/2015

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory....Owner

This policy is to be reviewed...February 2016