



CHILD PROTECTION POLICY AND PROCEDURES:

The child protection co-ordinator is: Mandy Thomas

Statement of Intent:

As a Playgroup we aim to comply with the procedures set out by the Local safeguarding children board. We wish to maintain an environment in which children feel safe and secure and where any suspicion of abuse is promptly and appropriately dealt with. The paramount importance will always be the child.

STAFF & VOLUNTEERS WORKING AT PLAYGROUP:

All applicants applying for work at our Playgroup will be interviewed and asked to provide at least two references. All references will be followed up before any appointment is made.

The applicant's details will be passed onto the registering body, OFSTED, who will send off the details to the CRB for a criminal record check.

All appointments are subject to a probationary period.

Staff will regularly attend training courses in child protection to help them to a. recognise symptoms of possible abuse and b. know what steps to take. The designated person will attend the in-depth course, and two other staff will attend short courses.

Adults will not be left alone for any period with children. Only staff will deal with toileting, helpers/ volunteers will not be in any situation involving children on their own.

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CHILDREN'S SAFETY:

Children will be given opportunities to develop their self- esteem and confidence and, with adult support, learn to make choices, find names for their own feelings and acceptable ways to express them. We will also use circle times to

help with turn-taking, sharing thoughts and feelings, develop friendships with peers and rapport with staff. Thereby helping to develop children's self-confidence and personal safety skills.

Children whose behaviour or condition gives cause for concern will be listened to and reassured, so helping them to understand they are valued and respected.

Parents will normally be the first point of reference, but if they cannot allay any legitimate anxieties the manager will contact Social Services - number on the noticeboard. If needed the manager will contact social services directly.

All suspicions/ anxieties will be kept confidential so only key staff members know of the situation.

Whenever any worrying changes in a child's behaviour/ appearance are observed, a record will be made, separate from the child's on-going records. The record will include details of the situation, with only exact words - if any - spoken by the child - with no comment or interpretation.

These records will be shared with the Social Services if the manager/ keyworker feels that adequate explanations for changes in the child's condition have not been provided.

We aim to develop and maintain a good relationship with parents and carers. If any abuse at home is suspected, we will continue to welcome the child into our group.

STAFF:

If a member of staff is accused of any form of child abuse, the chairperson and manager [if appropriate] will make a record, detailing the alleged circumstances.

The chairperson will then telephone Social Services to inform them of the situation. The chairperson will then follow their advice. Ofsted will then also be notified.

The member of staff will be informed of the accusation and while an investigation is made the member of staff will be suspended on full pay.

The parents will be asked if they wish to telephone OFSTED, the registering body. Details are on the noticeboard.

This policy to be reviewed annually.

Signed:

date:

[chairman of the committee]

