



## **Safeguarding Children Policy**

Stepping Stones Pre-School is fully committed to the promotion of child welfare and protection. We recognise that Safeguarding is everyone's responsibility, and everyone who comes into contact with children and families has a role to play in identifying concerns, sharing information and taking prompt action.

### **The principles of our Safeguarding Policy are:**

- Protect children from Maltreatment
- Preventing impairment of Children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking action to enable all children to have the best outcomes.

### **Our Objectives and Commitments are:**

In order to ensure these principles are achieved, we have in place the following objectives and commitments:

1. We are committed to providing a "culture of safety" in which children are protected from abuse and harm, in all areas of our provision. We intend to create an atmosphere where children feel secure, are listened to, valued and are able to develop their confidence and self-esteem.
2. We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with the statutory agencies in accordance with procedures that are set down in "What to do if you are worried a child is being abused" (HMG 2006) and "Working together to Safeguard Children" (DfE 2013). This is detailed fully in our Child Protection Policy.
3. We are committed to promoting the awareness of Child Abuse through our induction programme and staff development. All staff attend Safeguarding Children training courses every three years and additional training is provided during the interim. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

### **Our Procedures are:**

In order for these commitments to be fully incorporated, we have adopted the following procedures, which are in line with **Kingston Local Safeguarding Children's Board (LSCB)**:

## 1. Staffing and volunteers

- Our designated Safeguarding officers are **Sarah Howard** (Stepping Stones Manager) and in her absence **Charis Sim** (Stepping Stones Deputy Manager).
- We ensure all of our staff members receive current and regular Safeguarding training and fully understand our Safeguarding policies and procedures, and that parents are informed of them. By having the policy folder available and the key literature “What to do if you are worried a child is being abused” and “Working together to Safeguard children” available are visible to parents and visitors.
- We provide adequate and appropriate staffing resources to meet the needs of the children.
- Applicants for vacant positions at Stepping Stones are clearly informed that these positions are exempt from Rehabilitation of Offenders Act 1974.
- All candidates are informed of the need to carry out an “enhanced disclosure” check with Disclosure and Barring Service (DBS) before the position confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge any incorrect information.
- We abide by Ofsted requirements in respect of reference and DBS checks for Staff and volunteers, to ensure that no disqualified person or unsuitable person is employed at Stepping Stones Pre-school or has access to the children.
- Apart from their own parents’, only staff or other adults who have an “enhanced disclosure” check with the DBS will toilet the children.
- At least three members of staff have current paediatric first aid certificate and will be on the premises at all times when the children are present and will accompany the children on outings.
- Volunteers do not work unsupervised.
- We record information about Staff qualifications, Identity checks and vetting processes that have been completed including: DBS reference number and date; and references received from previous employers.
- All staff 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 Stepping Stones). An annual check is completed (NSDA form is completed by each member of staff).
- We abide by the Protection of 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.
- We have procedures for recording the details of visitors to our setting
- No unauthorised person will be allowed to have access to the setting.
- Staff and volunteers are not permitted to use personal mobile phones in any room where the children are present. They must store in their phone in a locker during the session times. Visitors are asked not to use their mobile phones will visiting the setting and there are signs advising no mobile phone use.
- Staff are aware that all information about the children and their families is confidential and that under no circumstances can be discussed with outside friends or family or on any social media sites. (Please see our Confidentiality Policy)
- Children will only be released to parents at the end of each session, unless there has been a written note, telephone call or email to confirm alternative arrangements. Also, see our Collection and password Policy.

- All staff have access to our **Whistle Blowing Policy**, which will enable them to "blow the whistle" and share any concerns they may have about anybody who has contact with the children in an appropriate manner.
- All Staff receive supervision meetings with the Stepping Stones Manager, where opportunities will be made available to discuss child protection training or any concerns.
- Children will not be labelled with their names on outings and both staff and children will be trained in how to implement measures to ensure safety when out of the setting. Please see our Outings Policy.

2. **Suspicious of Abuse:** This is covered under our **Child Protection Policy**.

3. **Promoting Awareness of Child Abuse and Welfare:** We achieve this through our:

#### Training

- We are fully committed to promoting awareness of child abuse and neglect issues through the Kingston Local Safeguarding Children Board (LSCB) training programmes, which our staff must attend.
- Our designated Safeguarding officers undertake regular training which is updated at a minimum of every three years. All of our staff are kept update by training at three year intervals.
- Our induction programme for new staff will include training on Safeguarding of children.
- Our supply staff and volunteers will be made aware our procedures for child protection and their responsibilities.
- The LSCB aims to ensure that staff and volunteers are able to recognise the signs and symptoms of abuse and neglect. The Stepping Stones Safeguarding file contains all the relevant literature and includes information on recognising signs of child abuse. All Staff and volunteers are expected to read this and use this as a point of reference.
- We ensure that staff are informed of the procedures for reporting and recording their concerns.
- All staff are asked to sign a document to confirm they have read the Stepping Stones Safeguarding Policy and Child Protection Policy.

#### Planning

- The layout of our class room allows for constant supervision.
- No child is left alone with staff or volunteers in a one to one situation without being visible to others. This is also the case in our outdoor area.
- The nappy changing area, the door is kept open during nappy changes to ensure the child is not out of sight.

#### Curriculum

- Through our curriculum planning (in PSED), we aim to support the development of skills that young children need to stay safe from harm, and to know how to seek help.
- We introduce key elements of keeping children safe into our provision to promote the personal, social and emotional development of all children, so that they grow

to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.

- We create within the setting a culture of value, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

#### Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

#### The Prevent Duty

Under section 26 of the Counter- Terrorism and Security Act 2015, within our provision we will have “due regard to the need to prevent people from being drawn into terrorism”. Please see our **British Values and Prevent Duty Policy**.

#### Support to Families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the setting.
- Parents are informed of our role and responsibilities in relation to Child Protection, such as the reporting concerns, information sharing, monitoring of the child, and liaising at all times with local authority (S.P.A).
- We will continue to welcome the child and the family whilst the investigations are being made in relation to any alleged abuse or neglect.
- We will follow the Child Protection Plan as set by the Child’s Social Care Worker in the relation to our designated role and the tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child’s parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if the appropriate under the guidance of the Kingston LSCB.

#### **Our Responsibilities are:**

The designated Safeguarding Officers are responsible for:

- Abiding by the Local Safeguarding Children Board (LSCB) and Kingston Local Authority procedures with regard to referring a child where there are concerns about possible abuse or neglect.
- Acting as a point of reference and advice for staff, and be the first line of discussion of a reported concern from staff or parents.
- Liaising with members of staff (as appropriate) on matters of reported or suspected abuse.
- Monitoring any child where concerns have been reported and any child on the Child Protection Register.
- Keeping the written records about a child and ensuring that all such records are kept confidentially and securely, and are separate from pupil records.

- Consulting with child's parents or those with parental responsibility in order to discuss a concern and keeping a written record of any discussion.
- Notifying the local authority/S.P.A as soon as there is a significant change or concern.
- Ensuring that any child currently on the child protection register who is absent without explanation for two days is referred to Social Services.

### **Application and Accountability of these Procedures:**

- The Stepping Stones Manager as the designated Safeguarding Officer is responsible for ensuring the Pre-School's procedures for safeguarding children are adhered.
- This policy applies to all staff, Committee member, and visitors to the Pre-School, and will also include companies or organisations working at Stepping Stones Pre-School.
- Stepping Stones Pre-school will ensure that all parents and carers are aware of our Safeguarding Children Policy and our Child Protection Policy through the induction package (detailing our Policies) and a visual display of appropriate information (on display in our annexe).

### **Contact Information**

- Single Point of Access (S.P.A): 02085475008; Out of hours emergency contact 02087705000
- Email: [spa@rbk.kingston.gov.uk](mailto:spa@rbk.kingston.gov.uk)
- [safeguarding@rbk.kingston.gov.uk](mailto:safeguarding@rbk.kingston.gov.uk)
- Local Authority Designated Officer (LADO): 02085475243
- Local Authority Designated Officer (LADO): Viv Rimmer 02085475243
- OFSTED: [www.ofsted.gov.uk](http://www.ofsted.gov.uk) Tel 0300-123-1231 (general help line) 0300-123-4666 (to report an allegation)
- [www.ceop.police.uk](http://www.ceop.police.uk)
- [www.nspcc.co.uk](http://www.nspcc.co.uk)
- [www.gov.uk/report-child-abuse](http://www.gov.uk/report-child-abuse)
- [www.met.police.uk/Site/terrorism](http://www.met.police.uk/Site/terrorism) (or call Hotline number 0800-789-321)

### **Legal framework:**

#### *Primary legislation*

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act 2006

- Counter-Terrorism and Security Act 2015

### Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance
- Childcare (Disqualification) Regulations 2009
- Children and Families Act 2014
- Serious Crime Act 2015

### Further guidance

- Working Together to Safeguard Children (2015)
  - What to do if you're Worried a Child is Being Abused (DfE 2015))
  - Framework for the Assessment of Children in Need and their Families (DoH 2000)
  - The Common Assessment Framework for Children and Young People: A Guide for Practitioners(CWDC 2010)
  - Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
  - Information Sharing: Guidance for Practitioners providing Safeguarding Services(DfE 2015)
  - Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
  - Keeping Children Safe in Education (2015)
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At Stepping Stones Pre-School we recognise our responsibilities under the Race Relations Act, The Sex Discriminations Act and the Disability Discrimination Act to eliminate discrimination and to promote good relations between children, staff, parents and the local community. The promotion of equal opportunities is the responsibility of the whole Pre-School and must be reflected throughout the organisation of the Pre-School. It is addressed in the curriculum and in areas beyond the curriculum.

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This policy was adopted by Stepping Stones Pre-School (name of provider)

On 17<sup>th</sup> November 2015 *(date)*

Date to be reviewed November 2016 *(date)*

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