



Child Protection Policy

Statement of Intent

Brambly House wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Aims

Our aims are to:

- Create an environment in our pre-school which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background;
- Help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- Encourage children to develop a sense of autonomy and independence;
- Enable children to have self-confidence and the vocabulary to resist inappropriate approaches; and work with parents to build their understanding of and commitment to the welfare of children.
- To ensure staff are not vulnerable, by ensuring they are not left alone with children.
- To adhere to the Surrey Safeguarding guidance 'Effective Family resilience document'

The legal framework for this work is:

- The Children Act 1989 and 2004
- Human Rights Act 2000
- Data Protection Act 1998
- The protection of Children Act 1999
- UNICEF 1989
- Every Child Matters-change for children 2004
- Freedom of information Act 2000
- Race Relations Act 1976 and 2000
- Sex discrimination Act 1975 and 1986
- Operation Encompass
- Protective Security and Preparedness (DfE 2004)
- FaST resolution Procedure

Liaison with other bodies

- We work within the 'Surrey safeguarding children's board March 20' guidelines and Family Resilience Training
- We have a copy of the guidance available for staff and parents to see
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements, which affect the well-being of children
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the pre-school and social services to work well together.



Child Protection Policy (Continued)

- Records of the local NSPCC contacts are also kept.
- If a report is to be made to the authorities, we act within the guidance in deciding whether we must inform the child's parents at the same time
- Local Police Force For Operation Encompass

Training

We seek out training opportunities for all adults involved in the pre-school to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedure for reporting and recording their concerns in the pre-school. For easy reference this is displayed on the wall in the staff room. Our designated safeguarding leaders train every two years with skills and knowledge being updated annually. All team members receive timely training and termly in house refresher training. We are also aware of the scheme 'PREVENT' in line with terrorism awareness and have informed our team that any concerns can be referred to the CSPA (Children's Single Point of access) on 0300 470 9100

Training Includes;

- Surrey Safeguarding training
- Modules 1 and 2 for DSLs
- HOT protocol training
- HIDE RUN TELL training
- SCan Training (SEE, CHECK, NOTIFY)
- Operation Encompass Training
- Positive Handling for LEADS

Planning

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left ajar.

Curriculum

- We introduce key elements of child protection into our foundation stage curriculum, so that children can develop understanding of why and how to keep safe.
- We create within the pre-school a culture of value and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children
- We incorporate the ethos of British Value (2015) into our everyday practice nurturing an environment of respect and choices.

Complaints

- We ensure that all parents know how to complain about staff or volunteer action within the pre-school, which may include all allegation of abuse. In such cases parents will be made aware that all staff members are police checked and are not left alone with a child.



Child Protection Policy (Continued)

- We follow the guidance of the CSPA (Guidance can be given from early years child protection consultation line on 0300 470 9100 or local contact on 0300 123 1620).
- If an issue is raised we contact OFSTED on: - **0300 123 4666, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD** and **CSPA on 0300 470 9100**
- If there is a referral made about a child we refer this to CSPA on **0300 470 9100** or out of hours on **01483 517 898** and inform our DSL for Reigate and Banstead on 0300 12 1620
- If there is an allegation made about a member of staff we would inform OFSTED on :- **0300 123 4666, Ofsted, Piccadilly Gate, Stone Street, Manchester M1 2WD** and Surrey County Council's CSPA who can offer advice on **0300 470 9100**
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.
- Responding to suspicions of abuse:

Methods

Staff and volunteering

- Our named Designated Safeguarding Leads (DSLs) Andrea Thornton, Justine Hill and Tamsyn Hendry
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the pre-school are clearly informed that the positions are exempt from the rehabilitation of Offenders Act 1974. Candidates are informed of the need to call out checks before post can be confirmed. Where applications are rejected because of the information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and DBS Checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the pre-school or has access to the children.
- All adults are referenced before joining the setting
- Volunteers do not work unsupervised and staff are not left alone with the children.
- We abide by the Protection of Children Act 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 child protection concern.
- We have procedures for recording the details of visitors to the pre-school
- We take security steps to ensure that we have control over who comes into the pre-school so that no unauthorised person has unsupervised access to the children.
- All devices have safety controls on internet access
- All devices that can take photos are password protected and stored on one classroom device
- All shared spaces with children are mobile phone/iphone free



Child Protection Policy (Continued)

Disciplinary action

Where a member of staff or a volunteer is dismissed from the pre-school or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the list for the Protection of Children and Vulnerable Adults. We would inform Ofsted:- Piccadilly Gate, Store Street, Manchester, M1 2WD, 0300 123 4666 as well as contacting CSPA on 0300 470 9100.

Whistle Blowing

All staff members can report any concerns to our DSL (Designated Safeguarding Leads) Andrea Thornton, Justine Hill and/or Tamsyn Hendry if appropriate, who will contact the CSPA Unit using the following details: - 0300 470 9100 between 9am-5pm ascmash@surreycc.gov.uk and be asked to complete a request for support form.

- We acknowledge that abuse of Children can take different forms- physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur or where children's play gives cause for concern, the pre-school investigates.
- We allow investigation to be carried out with sensitivity. Staff in the pre-school take care not influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals and talk to parents when appropriate.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child
- Listens to the child: and
- Gives reassurance that she or he will take action. The member of staff does not question the child

Recording suspicions of abuse and disclosures

Staff makes a record of:

- The child's name;
- The child's address;
- The age of the child;
- The date and time of the observation or the disclosure
- An objective record of the observation or disclosure;
- The exact words spoken by the child:
- The name of the person to whom the concern was reported, with date and time: and
- The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file

All members of staff know the procedures for recording and reporting and these are clearly laid out in our child protection file in the form of flow chart and pre-printed forms.



Child Protection Policy (Continued)

Bruising

If bruising is obvious on entrance to the nursery and it feels that it wouldn't put the child at risk, staff should question this. Andrea Thornton, Justine Hill and/or Tamsyn Hendry to call parents at home to ask about bruising if it is noticed after drop off. A body map should be used to record bruising in unusual places.

Informing Parents

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

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 SSCB.

Support to families

- The pre-school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The pre-school continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of CSPA.
- With the provisions that the care and safety of the child is paramount, we do an in our power to support and work with the child's family.
- We work alongside Red Oaks Sure start Centre in cases where an Early Help Assessment is deemed appropriate

Intimate care

During the new children's induction session's parents are informed that intimate care is something required during the care of toileting and there will be times when their child needs support in positioning their bodies and body parts. As part of our safe guarding policy gloves are worn by staff and we explain to the child what we need to do and why. We always try to be as unintrusive as possible.

Parents are given a letter explaining our intimate care and will be asked to fill in the form provided detailing any wishes they have regarding their child's toilet routine.

Children's Dignity

Children's dignity is considered at all times and their privacy respected. To keep their safety paramount the bathroom door is kept open in line with our safe guarding policy. However, it is closed during collection and arrival times if the area is busy and we feel their privacy is being compromised.

This policy was adopted at a meeting of Brambly House Montessori School

Tamsyn Hendry and Andrea Thornton

Date: 11/09/24