


<h1>Przedszkole Smoka Obiboka</h1> <p>(Polish Saturday Toddlers Playgroup)</p> <h2>SAFEGUARDING POLICY</h2>	
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<p>Statement</p>
<p>It is the policy of the playgroup to provide a secure and safe environment for all children, with this in mind the playgroup has a duty to be aware that abuse does occur in our society.</p> <p>This policy lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to either emotional, physical or sexual abuse or neglect.</p>
<p>The playgroup designated Safeguarding person is Robert Rakus - Playgroup Owner and Administrator. Details for Robert and copy of this Safeguarding Policy are clearly displayed on our website. In Robert's absence Beata Domian is to be designated persons.</p>
<p>Aim</p>
<p>It is our aim and prime responsibility to ensure the welfare and well being of all children in our care.</p> <p>We aim to promote a positive self image and to encourage children to develop a sense of autonomy and independence, therefore encouraging children to have self confidence and the language skills needed to resist inappropriate approaches.</p> <p>As such we believe we have a duty to the children, parents/main carers and staff/volunteers to act quickly and responsibly in any instance that may come to our attention and to encourage parents to build on their understanding/commitment of the welfare of the children here.</p> <p>All staff/volunteers will work as part of a multi agency team, where needed, in the best interests of the child.</p>
<p>Visitors</p>
<p>We have procedures for recording the details of visitors to the playgroup and take security steps to ensure that we have control over who comes into the playgroup, so that no unauthorised person has unsupervised access to the children.</p>

Visitors, parents and volunteers are supervised by a member of staff at all times.

All permanent and temporary staff/volunteers are DBS checked (enhanced), however in exceptional circumstances should the completed DBS check not have arrived before a new employee's start date under no circumstances would they be unsupervised with a child.

Staff Conduct

The following guidelines apply to all employees and volunteers:

Avoid unnecessary physical contact and maintain appropriate relationships with a child.

Wherever possible, avoid being alone with a child and do not take a child to the toilet unless another staff member is made aware. During nappy changes and assisting youngest children, staff may be in this situation, so as part of our induction, staff are made aware of the importance of making other staff aware.

If you are in a situation where you have to be alone with a child make sure that another adult can observe you or limit this to an absolute minimum and make another staff member aware.

Do not make suggestive or inappropriate remarks to or about a child even in fun as this could be misinterpreted.

If a child makes any kind of accusation, you should report this immediately to your named Safeguarding Officer.

Participate in any relevant training which is available to you. See section on training below for further information.

Remember that those who abuse children can be of any age, gender, ethnic background or class and it is important not to allow personal misconceptions about people to prevent appropriate action taking place.

Good Practice includes valuing and respecting children as individuals and staff are expected to lead by example and show appropriate conduct. This excludes bullying, aggressive behaviour, racism, sectarianism or sexism.

Only the playgroup camera is to be used in the setting to take photographs of the children. These images are only for use in displays or activities with the children within the setting. Parental consent is required if any images are for use in the public domain e.g. leaflets, posters or our website.

Employees must have a clear commitment to safeguarding children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the group manager/registered person at the earliest opportunity. Refer to the Whistle Blowing Policy.

Staff must be aware of the different ways in which children can be harmed including by other children i.e. bullying.
Practice
Responding to Suspicions of Abuse:
<p>Accidents do occur at home, so therefore parents are asked to provide details of any existing injury to a member of staff where it will be noted and signed on an <i>accident at home form</i>.</p> <p>If a member of staff notices an injury to a child whilst in their care and has not been informed by the parent, the staff will contact the parent to enquire about the injury and a note will be made an <i>accident at home form</i>. The parent will be asked to sign the book when the child is collected.</p> <p>When children are suffering from a form of abuse, it 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, group manager will investigate.</p> <p>We allow investigation to be carried out with sensitivity. Staff in the group take care not to influence the outcome either through the way they speak to the children or ask questions of the children.</p> <p>Where a child shows signs and symptoms of 'failure to thrive' or neglect, we record relevant information and make appropriate referrals.</p> <p>It is always important to listen to children. Where a child makes a disclosure to a member of staff, that member of staff must offer reassurance to the child, listen to the child & give reassurance that she or he will take action. The member of staff does not question the child.</p> <p>Accurate records must be kept on all suspicions of abuse and disclosures. They must include; the child's name, address and age. The date and time of the observation or 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 the date & time and any others who were present at the time. The record is then signed and dated and kept in a separate confidential file. All members of staff know the procedures for recording and reporting. They are asked to read the handling a disclosure procedure when they start at the playgroup.</p> <p>These records must be shared with the parents, unless we feel this will increase significant risk to the child.</p> <p>We will ensure that confidentiality is maintained at all times.</p>
Allegations Made Against a Member of Staff

	<p>We ensure that all parents know how to complain about staff or volunteer action within the playgroup, which may include an allegation of abuse. The complaints procedure is explained in our Playgroup Terms and Conditions Document.</p> <p>The incident will be dealt with by the safeguarding officer/leading teacher.</p> <p>We follow the guidance of the Local Safeguarding Children's Board when investigating any complaint that a member of staff or volunteer has abused a child.</p> <p>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.</p> <p>If an allegation is made against a member of staff, the local authority child protection unit will be informed and investigated. This may result in the playgroup disciplinary procedure being followed.</p> <p>If the allegation could possibly interfere with the normal working of the playgroup, either the member of staff or the child will be allocated to another area, after due consultation with all parties.</p> <p>The playgroup reserves the right to suspend any member of staff during an investigation.</p> <p>All investigations/interviews will be documented and kept in a locked file.</p> <p>Unfounded allegations will result in all rights being re-instated.</p> <p>Founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment.</p> <p>If parents are not satisfied with the outcome or have any issues with how the matter has been dealt with they should refer to the complaints policy found in Playgroup Terms and Conditions Document.</p> <p>If a member of staff has concerns that a situation has not been dealt with appropriately or they have concerns about another staff member they should refer to Reading Borough Council's Whistle blowing policy.</p>
Allegations Made Against a Parent or Family member	
<p>Staff must not make comment either publicly or in private about a parent/family member's supposed or actual behaviour.</p> <p>Staff must raise any concerns with a Safeguarding Officer and appropriate action will be considered.</p>	
<p>Staff responsibilities do not include investigating the suspected abuse. However, the staff will keep accurate records of their observations, signed and dated, and of anything said to them by the child</p>	

or others in connection with the suspected abuse. This information will be kept in a locked cabinet.
Parents and families will be treated with respect in a non-judgmental manner whilst investigations are carried out in the best interests of the child.
Support to Families
The playgroup takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the playgroup.
The playgroup 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 the LSCB.
With the provision that the care and safety of the child is paramount, we will do all in our power to support and work with the child's family.
Liaison with other Agencies
<p>MASH (Multi Agency Safeguarding Hub) was started up in 2012 to improve the safeguarding of children & young people. All safeguarding enquiries now need to be directed to MASH. Parental consent is required for all enquiries - the only exception is in cases of clear child protection; concerns where there are immediate risks (Section 47)</p> <p>The playgroup has a duty to report any suspicions around abuse to the Local Authority (MASH). The Children Act 1989 (Section 47(1) places a duty on the Local Authority to investigate such matters.</p> <p>The playgroup complies with the guidance laid out in the “Good practices guide for Church workers with Children and young people” policy and Reading Borough Council policies.</p> <p>It is our duty to report any situations of child protection to MASH.</p> <p>Multi Agency Safeguarding Hub (MASH) 0118 937 3641 (Office hours only)</p> <p>Out of hours emergency duty team 01344 786543</p> <p>Thames Valley Police (all non-emergency enquiries) : 101</p>
Local Council Children`s Social Care, Reading Council Access and Assessment Team (to report urgent Child Protection Concern) : 0118 937 3641
Recruitment and supervision of staff
<p>All applicants for posts are aware that such work is exempt for the provision of the Rehabilitation of Offenders Act 1974.</p> <p>Applicants must attend interview and agree to a DBS check.</p>

Successful applicants work initially for a probationary period and will not be taken on permanently if the playgroup manager is not entirely confident that the applicant can be safely entrusted with children.

Staff or visitors without DBS clearance are never left alone with children.

Training

All new staff will be made aware of this policy and will be shown where the Child Protection procedures are kept and made aware of their Safeguarding Officer.

We revise staff awareness to Child protection issues and procedures through appropriate training and ensure all staff are familiar with the local Child Protection procedures on line and 'What to do if you're worried a child is being abused' booklet, copies of which are given to all staff/volunteers.

It is our aim that all staff are trained in Child Protection.

Staff are provided with training to ensure that they are able to recognise signs and symptoms of abuse and are aware of the steps to take when reporting concerns.

During induction staff are asked to read and sign the nursery and Children's Centre's Safeguarding policies and the handling a disclosure procedure. They are made aware of the Safeguarding Officer