



PRE-SCHOOL

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SAFEGUARDING CHILDREN POLICY/PROCEDURE

IT IS EVERYBODY'S RESPONSIBILITY TO SAFEGUARD CHILDREN.

ALL STAFF, VOLUNTEERS, PARENT/CARERS SHOULD BE AWARE OF THIS POLICY AND PROCEDURE AND SUPPORT IT.

TODDLESWOOD DESIGNATED SAFEGUARDING LEAD OFFICER (DSL) IS: LAUREN LYONS

TODDLESWOOD DEPUTY SAFEGUARDING OFFICERS ARE:

EMMA BUNCE, CARLEY O'BRIEN & CLAIRE DONAGHY

OUR AIM

It is our aim to ensure that all children receive the highest level of care, provision and education.

The health, safety, and welfare of all our children are of paramount importance to all adults who work in our preschool. Our children have the **right** to protection, regardless of age, gender, race, culture, background, or disability. Children have the right to be safe within the preschool.

We are committed to:

- Building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
- Responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in "what to do if you're worried a child is being abused"
- Promoting awareness of child abuse issues throughout its training and learning programmes for adults.
- Empowering young children, through early childhood curriculum, promoting their rights to be strong, resilient and listened to.
- Ensuring that all staff are alert to the signs and understand what is meant by safeguarding and are aware of the different ways children can be harmed.
- Ensuring a robust training system, in which all staff are confident in the policies and procedures relating to the safeguarding and welfare of the children.

It is policy of the preschool to provide a secure and safe environment for all children from abuse.

Toddleswood will therefore not allow an adult to be left alone who has not received their enhanced DBS check clearance and ALL our staff will receive updated and relevant safeguarding training as part of their

induction and as refresher training after their 6- month probation. Staff will then regularly receive further training on Safeguarding every 3 years in order to keep up to date and refresh their understanding of how to keep children safe.

We abide by Ofsted requirements in respect of references and Disclosures and Barring Services checks for all staff and volunteers to ensure that disqualified person or unsuitable persons has any access or contact with the children.

At Toddleswood we also carry out regular supervisions where staff are provided a safe space to discuss their well-being, any current issues they may have, any goals they may wish to reach and the actions on how this might happen, they will discuss any further personal development the staff member might want to gain.

We know how important staff ratios are and ensure that we follow the legal requirements for the minimum numbers of staff present with the children at any time as set out in the Early Years Foundation Stage statutory framework.

The Safeguarding Officers will support staff when dealing with safeguarding children's concerns.

Should a member of Toddleswood staff or any other person feel there is cause for concern that any child within Toddleswood is suffering from any form of abuse be it physical, emotional, sexual or neglect they will:

- Fill in a 'concerns form' found in the yellow safeguarding folder inside each classroom.
- They will then report their concerns to the DSL or other Deputy Safeguarding Officers.
- The DSL/Deputy Safeguarding Officer will then determine if the report needs to either be monitored or if further action is needed to be taken.
- If further action is needed to be taken the DSL/Deputy Safeguarding Officer will contact MASH asking for Children's Social Care and seek their advice and instruction.
- If the concern is to be monitored the DSL/Deputy Safeguarding Officer will record the concern on the Safeguarding concerns/referral log.
- All concerns forms filled in will be recorded on the Safeguarding concerns/referral log and will be monitored and checked regularly.
- The filled in concerns form will be filed in the child's individual file which is securely locked away.

If a child discloses/reports abuse to a member of Toddleswood staff:

- all incidents WILL be recorded and dated on a concerns form.
- In the case of a disclosure/report given by a child we would write the information word for word in the child's words.
- We will listen to the information the child is disclosing without prompting any leading questions, ensuring we take an accurate account of the events.

- This form will then be given to the DSL/Deputy Safeguarding Officer who will then determine if the report needs to either be monitored or if further action is needed to be taken.
- Some disclosures/reports will be discussed with the parent/carer, if we feel that it will not put the child/ren at any more harm, and they will be required to sign the form.
- If further action is needed to be taken the DSL/Deputy Safeguarding Officer will contact MASH asking for Children's Social Care and seek their advice and instruction.
- If the concern is to be monitored the DSL/Deputy Safeguarding Officer will record the concern on the Safeguarding concerns/referral log.
- All concerns forms filled in will be recorded on the Safeguarding concerns/referral log and will be monitored and checked regularly.
- The filled in concerns form will then be filed in the child's individual file which is securely locked away.

All incidents of a nature serious enough to cause the child to be afraid of returning home or if we think that the child may come to further harm when leaving our care:

- The DSL/Deputy Safeguarding Officer will seek advice/instruction from MASH- Children's Social Care.
- A record of the concern will be recorded on the concerns form and then updated with further instructions/actions given from Children's Social Care.
- If the concern is to be monitored the DSL/Deputy Safeguarding Officer will record the concern on the Safeguarding concerns/referral log.
- All concerns forms filled in will be recorded on the Safeguarding concerns/referral log and will be monitored and checked regularly.
- The filled in concerns form will then be filed in the child's individual file which is securely locked away.

If the child or any other person is in IMMEDIATE DANGER:

- We will seek immediate Police assistance by dialling 999.
- We will follow any instructions/actions given by the Police.
- A concerns form will be filled in, outlining the situation.
- The form will be updated once further instructions are given.
- The DSL/Deputy Safeguarding Officer will record the concern on the Safeguarding concerns/referral log.
- The filled in concerns form will then be filed in the child's individual file which is securely locked away.

If an allegation is made against a member of staff:

- It will be reported to either the DSL or a deputy safeguarding officer.
- They will ask that member of staff to record their concerns on our 'staff concerns form'.
- The DSL/safeguarding officer will then report any allegation to the LADO for further advice or instructions.

- The Staff Member may be suspended until the allegation is fully investigated by the LADO.
- The LADO will fully investigate the allegation with the support of the DSL and Deputy Safeguarding Officers and any other outside agencies which could include the Police and will come to an outcome.
- We will follow any instructions/actions given to us by the LADO.
- The DSL/Deputy Safeguarding Officer will file the staff concerns form in the staff members individual file which is then securely locked away.

If a child is absent without notification from Toddleswood sessions for longer than 1 session:

- a member of staff will contact the parent/carer or other authorised persons on file to determine the reason for the absence; this will be done either via telephone call or text message.
- A record of the reasons for absence will be kept/monitored and recorded on a concerns form.
- If contact cannot be made, we will refer to MASH- Children's Social Care for further advice or instruction.
- If the concern is to be monitored the DSL/Deputy Safeguarding Officer will record the concern on the Safeguarding concerns/referral log.
- All concerns forms filled in will be recorded on the Safeguarding concerns/referral log and will be monitored and checked regularly.
- The filled in concerns form will then be filed in the child's individual file which is securely locked away.

All children upon registration are required to be given a password for authorised collections to ensure the safety of their child when leaving our care. This password can be changed to support changing family situations and safeguarding needs. Please note that if a parent/carer has parental responsibility we have NO powers to stop them from collecting their child unless we have copies of the relevant court orders to state this. If you are concerned about the risk of your child being collected by an estranged parent, please see a member of the Safeguarding team to discuss this matter.

Use of mobile phones and other electronic devices other than company issued will not be permitted during Toddleswood sessions. Under NO circumstances are company mobile phones or electronic devices allowed in toileting or changing areas.

Staff are reminded that use of a mobile phone or electronic device other than those belonging to the company will lead to disciplinary action being taken.

Staff will be provided with a safe place to store their own phones during working hours. No responsibilities will be taken for any phone that is lost or damaged while stored on company premises.

At Toddleswood all internet access is restricted and monitored, all programmes, music and other media materials selected are all age appropriate.

PLEASE FIND BELOW RELEVANT AGENCIES CONTACT DETAILS:

**MULTI AGENCY SAFEGUARDING HUB (MASH)- 0203 0455440 and 0208 3037777 or OUT OF
HOURS- 0208 3037171
EMAIL- CHILDRENSSOCIALCARE.ADMIN@BEXLEY.GOV.UK**

**LADO (LOCAL AUTHORITY DESIGNATED OFFICER)- 0203 045 3436
EMAIL- LADO@BEXLEY.GOV.UK**