



EYFS Statutory Requirements – page 17 section 3.9-3.18

EYFS Key Themes and Commitments

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning and Development</u>
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Policy Statement

At Warwick Community Playschool we believe that children have the right to the best start in life. We believe we can do this by promoting the welfare of all children. It is the responsibility of all staff, students, volunteers and the committee to do this. We aim to ensure all children feel listened to and feel secure during their time at playschool. All staff will be trained to ensure that they are able to identify welfare concerns and how to take appropriate action to address concerns. A child’s welfare is paramount.

Procedure: Staffing

Our Designated Person who co-ordinates child protection issues is:

Joanna Ludlam supported by **Rachel Giles**

Our Designated Officer (a committee member) who oversees this work is:

Nikki Thomson

Procedure: Allegations Against Staff Members

- ☀ We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- ☀ We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- ☀ We ensure that all staff or volunteer know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with my/our response
- ☀ We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or

anyone living or working on the premises occupied by the setting, has abused a child.

- ☀ We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- ☀ We refer any such complaint immediately to the Local Area Designated Officer (LADO) to investigate. Registered providers must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.
- ☀ We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- ☀ Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.
- ☀ Personal mobile phones and cameras are to be left in the staff room and only removed at allocated breaks. Mobile phones and cameras are not to be taken into any area that is used by the children during session times.

1. Managing Allegations

Where there is either a concern about, or an allegation is made against, any person working in or on behalf of the school, that he or she has:

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child or
- c. behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Warwick Community Playschool will follow the LSCBN Inter-Agency Procedure

'Managing Allegations of Abuse Made Against People who Work with Children'
(<http://northamptonshirescb.proceduresonline.com/contents.html> – section 1)

All allegations are taken seriously and investigated properly and in line with agreed procedures.

Initial Action

- ☀ The person who has received an allegation or witnessed an incident will immediately inform the manager and make a record. (If the person receiving information or witnessing an incident is from an external service or agency then they should also notify their own line manager.)

- ☀ In the event that an allegation is made against the manager the matter will be reported to the Chair of the Committee (Nikki Thomson) who will proceed as the "manager"
- ☀ The manager will take steps, where necessary, to secure the immediate safety of children and attend to any urgent medical needs
- ☀ The member of staff will not be approached at this stage unless it is necessary in order to address the immediate safety of children
- ☀ The manager may need to clarify any information regarding the allegation, however no person will be interviewed at this stage

Initial Consideration

- ☀ The manager will have an initial consultation with operational Education Local Authority Designated Officer (LADO)

Contact details as follows:

Andy Smith 01604 367862 DOReferral@northamptonshire.gov.uk

- ☀ Consideration will be given throughout to the support and information needs of pupils, parents and members of staff
- ☀ The manager will liaise with the Chair of Governors.
- ☀ We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- ☀ Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

This policy was adopted at a meeting of: Warwick Community Association

Reviewed on: May 2017

This policy will be reviewed annually in September.

This policy will be reviewed annually, with changes made as required. The manager of the setting will be responsible for maintaining this and sharing with the committee members of Warwick Community Association to be verified. This will be shown in the minutes of the meeting.