**Safeguarding Children**

**Jack-in-the-Box Pre-School**

**Tintwistle C of E School**

**South Close**

**Tintwistle**

**SK13 1LY**

The safety and care of the children in our care is our main priority. We aim to create an environment where our children feel safe, secure, valued, listened to and enjoy being with us.

The Children Act 1989 provides the legal framework for the protection of children in the U.K.

We follow the recommendations as set out in the publication ‘What to Do If You’re Worried A Child I Being Abused’ and the Derbyshire Safeguarding Children Board.

Parents should be made aware of the Pre-Schools child protection policy and the fact that this may require in some cases to be referred to the investigation agencies in the interests of the Child.

When to be concerned

Staff should be concerned if a child;-

* Comes to Pre-School with an injury that is not typical of the bumps and bruises usually associated with young children’s activities.
* Has a regular unexplained injury.
* Often have injuries, even when reasonable explanations are offered.
* Gives confused of conflicting accounts of how injuries occur.
* Show significant changes in behaviour.
* Indulges in behaviour of a sexual nature, which is unusually explicit and/or inappropriate for his/her age.
* Relays an experience in which he or she may have been significantly harmed.

Procedures

* Any member of staff mat raise minor concerns about a child to the Pre-School Supervisor and these concerns will be recorded.
* A member of staff with immediate concerns about a child should inform the Pre-School Supervisor.
* The member of staff must record the information regarding the concerns on the same day. The recording must be a clear, precise and factual account of the observations.
* The Designated Pre-School Child Protection Officer will decide whether the concerns should be referred to the local Area Child Protection committee. If it is decided to make a referral, this will be done without prior discussion with the parents/carers.
* If a referral is made to the area Child Protection committee, the designated child protection officer will ensure a written report of the concerns is completed.
* Particular attention will be paid to the attendance and development of any child who has been identified as at risk, or who has been placed on the Child Protection Register.
* If a child who is on the Child Protection Register leaves the Pre-School the designated child protection officer will inform the Social Worker responsible for the case and transfer the appropriate records.

Dealing with a disclosure

**\***Remember; there may be other reasons why a child may or may not be his/her usual self. It is important to remember that a child is not being abused every time they cry or seem upset. You need to get the full picture.

If a child discloses that he/she has been abused in some way, the member of staff should;

* Listen to what is being said without displaying shock or disbelief
* Accept what is being said
* Allow the child to talk freely
* Reassure the child, but do not make promises which may not be possible to keep
* Not promise confidentiality, as it may be necessary to refer the case to the area Safeguarding Team.
* Reassure that what has happened is not their fault
* Stress that it is the right thing to tell
* Not criticise the perpetrator
* Explain what has to be cone next and who has to be told.

Record Keeping

* Make some brief notes as soon as possible following the conversation.
* Do not destroy the original notes; they may be needed by a court.
* Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child. Draw a diagram of the location of any bruising or injuries
* Record statements and observations, rather than interpretations or assumptions.

Allegations Involving Staff

If a child or parent makes a complaint of abuse against a member of staff the person receiving the complaint MUST take it seriously and immediately inform the Supervisor.

Any member of staff who has reason to suspect that a child may have been abuse by a member of staff at pre-school must immediately inform the supervisor. A record of concerns must be made including a note of anyone who witnessed the allegation or incident.

Should a complaint be made against a member of staff, that member of staff should be relieved of their duties within pre-school until such time that the matter has been resolved.

The supervisor will not investigate the allegation themselves, or take a written or detailed statement, but the supervisor will immediately inform the local Safeguarding Team and Ofsted in accordance with the Safeguarding Children procedures.

Should a member of staff have receive a complaint or have a complaint regarding the Supervisor, they should refer immediately to Ofsted on telephone **0300 123 1231**, keeping a record of the incident/concerns.

Roles and Responsibilities

The Pre-School Supervisor is the main Child Protection Officer. As Jack-in-the-Box is a small establishment with only three members of staff it is important that all members of staff are fully aware of ALL child protection procedures.

The role of the designated Pre-school Child protection Officer is to;

* Ensure that all child protection procedures are followed in the Pre-School.
* Ensure that all staff are aware of these procedures.
* Ensure that all appropriate training and support is provided to all staff.
* Ensure that the supervisor is kept aware of any concerns.
* Maintain an effective working relationship with all other agencies and services e.g. Derbyshire Safeguarding Children Board.
* Decide whether to take further action about specific concerns e.g. refer to social services.
* Liaise with social services teams over suspected case of child abuse.
* Ensure that accurate records relating to individual children are kept in a secure place and marked ‘SRTICTLY PRIVATE & CONFIDENTIAL’.
* Submit reports to, and to attend child protection conferences.
* Ensure that Pre-School effectively monitors children who have been identified as at risk.
* Provide guidance to parents, visitors are NOT to be left alone with children at any time.
* Ensure that members of staff are aware that ALL incidents occurring at the Pre-School or any incidents involving children at Pre-School are completely confidential.
* Ensure that the proper induction procedure is followed when employing new members of staff

Good Practice

* Staff and parents should be aware that Pre-School follow a Behaviour Policy
* Parents should be made aware that Pre-School follows Birth to Three Matters and the Early Year Foundation Stage stepping stones and goals for all children.
* Staff and parents should be made aware that the Pre-School follows a complaint procedure.

Contact Details

**Ofsted**

**Picadilly Gate**

**Store Street**

**Manchester**

**M1 2 WD**

**Telephone- 0300 123 1231**

**Children and Younger Adults**

**Derbyshire County Council**

**County Hall**

**Matlock**

**Derbyshire**

**DE4 3AG**

**Telephone- 01629 0580000**

**Childline – 0800 1111**

**NSPCC**

**42 Curtain Road**

**London**

**EC2A 3NH**

**Telephone- 0808 800 5000**