

## **ISLEHAM UNDER FIVE'S ASSOCIATION**

Isleham Pre-School is managed by an elected committee of parents. It is situated in the grounds of the local primary school in the village of Isleham. Children who attend the setting come from mixed socio economic backgrounds. They are drawn from Isleham and the surrounding villages.

### **Child Protection – Policy and Procedures.**

The trained child protection officer is Jenny Lerner.

I.U.F.A. understands that recognising and coping with a case of child abuse is a very stressful experience for all concerned but everyone should understand that our first responsibility is to the child. The Pre-School also has a legal duty to refer any concerns to Ofsted as the registering authority, Social Services (or Police / NSPCC).

We intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

#### **Exclude known abusers**

It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants who work within the pre-school, whether voluntary or paid will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

All appointments both paid, voluntary and students in higher education will be subject to a probationary period and satisfactory CRB checks. Appointments will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.

#### **Seek and supply training**

We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

#### **Prevent abuse by means of good practice**

Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child side – for example, time out after behaviour, which needs improvement – will leave the door ajar.

Only paid members of staff employed by Isleham pre-school will take children to the toilet if necessary.

No member of staff is permitted to child mind, baby-sit any child attending Isleham pre-school or take/ return a child home from a pre-school session (see collection of children following a pre-school session policy).

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of the playroom will permit constant supervision of all children.

### **Respond appropriately to suspicions of abuse**

Changes in children's behaviour/ appearance will be investigated.

Parents will normally be the first points of reference, though suspicions will also be referred as appropriate to the Social Services Department.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the child's keyworker, the pre-school leader and the chairperson on a strictly need to know basis.

### **Keep records**

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child, times and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation, where possible, the exact words spoken by the child, the dated name and signature of the recorder.

Such records will be kept in a separate locked file and will not be accessible to people in the pre-school other than the pre-school leader, keyworker or other members of staff and the chairperson, strictly on a 'need to know basis'.

### **Liase with other bodies**

The pre-school operates in accordance with child protection guidelines.

Confidential records kept on children about whom the pre-school has concerns, will be shared with the child protection team or the duty social worker, if the pre-school feels that adequate explanations for changes in the child's condition have not been provided.

If a report on a child is to be made to the authorities the child's parents will be informed at the same time as the report is made.

The group will maintain ongoing contact with the Ofsted as the registering authority, including names, addresses and telephone numbers of individual social workers to ensure that it would be easy, in an emergency, for the pre-school and the social services to work well together.

Records will be kept at the local NSPCC contact, or other contacts as appropriate.

**Support families**

The pre-school will take every step in it's power to build up trusting and supportive relationships between families and staff and volunteers within the setting.

Where abuse at home is suspected, the pre-school will continue to welcome the child and family while investigations proceed.

Confidential records kept will be shared with the child's parents.

With the proviso that the care and safety of the child must always be paramount, the pre-school will do all in its power to support and work with the child's family.

**Complaints against providers**

In the event of a complaint against a member of staff the Association may suspend that member on full pay whilst the matter is reported to and investigated by the relevant authorities. Ofsted contact address: OFSTED

Midlands Regional Centre  
Building C  
Cumberland Place  
Nottingham  
NG1 6HJ

Suspension does not imply guilt; it is much a protection for the staff member as for the children.

This policy was adopted by Pre-School at a meeting held on.....

Signed on behalf of the Pre-School.....