BROADWAY+TOWERVIEW PLAYSCHOOL CHILD PROTECTION (safeguarding & welfare) POLICY

Broadway &Towerview Playschool believes that the safeguarding and well being of the child is our first priority.

TO BE READ WITH APPENDICIES 1 & 2

This policy has been developed in accordance with the principles established by the Children Acts 1989, 2004, 2006, 2016 and in line with 'Working Together to Safeguard Children' 2018 and the recommendations of ‘Worcestershire Safeguarding Children Partnership (WSCP)’ (formerly LSGB). All staff at Broadway & Towerview Playschool have a ‘duty of care’ if we have concerns, to inquire/observe and if we consider a child is at significant risk of harm, to act according using the WSCP Levels of needs guidance to support our understanding of the child’s needs and our decision making. In some circumstances we may be able to offer additional support ourselves. Sometimes we might need to work with with another agency or possibly more than one. If possible, we will avoid a formal process, but when a child’s situation becomes more complex or there appears to be increased risk, it may be necessary to draw up more formal plans with the family to coordinate the work. ‘MULTI AGENCY LEVELS OF NEED’ guidance is saved to Books app on the playschool iPads, a copy of the levels of need 1 to 4 and **Early Help Pathway** flow chart are in the main folder. All staff and committee members have read **‘Keeping Children Safe in Education’ Part 1. Sept 2020**

The manager/supervisor and **Designated Safeguarding Lead (DSL) is Jo Bason Leader, DDSL = Becky Davis Manager** are the designated persons to deal with and record any allegations of serious harm or abuse is made. If a child may be at risk of significant harm, the DSL makes a referral to Family Font Door without delay. If all lines are busy, the DSL will complete a Referral to Children’s Social Care and indicate what time the child is likely to be collected from the setting.

They are the named contacts for OFSTED and the Safeguarding Children Services Team.

All staff are aware of self-protection in the workplace in the case of an allegation being made against them.

**All policies & procedures are on notice board.** All staff have DBS certificates. Staff receive policy copies at induction and review policies annually. Procedure in main folder with admission forms /complaint and chronology forms in back of accident and incident book. Confidential Safeguarding folder in locked cabinet. Parents made aware to declare any bumps/bruises at start of each session to be recorded in Accident & Incident book. Any incidents during the session will be recorded and parents asked to explain on return.

**RATIOS** – ADULT TO CHILD = 1:8 for over 3 year olds / EYPs =1:13 1:4 for under 3 year olds.

**STAFF MOBILE PHONES** will be kept in locked secure area during playschool and not accessed by staff during work hours. Playschool **DIGITAL CAMERAS/TABLETS** will be kept on premises and any photos not used for displays children’s/learning journey’s will be destroyed. An E-safety audit has been completed Sept 2020. Staff are not to engage with families who attend the setting on Facebook or social network sites unless they were previously friends- and if they are they must not engage in any ‘conversations’ about any of playschool business or processes. **We follow GDPR guidance**.

**E-Safety** we recognise our responsibility to raise staff and parent awareness of these issues and educate our children, teaching them the appropriate actions and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

To promote inclusive practice all staff have regular training, be aware of child protection issues and are able to implement the policies and procedures. Staff will not be left alone with individual children or small groups.

**PROCEDURE FOR TOLIETING DURING FOREST SCHOOL SESSION** if a child requires the setting toilet, the forest school leader will call all children and staff to base camp - then **two members of staff** can return to setting with the child to use toilet facilities.

**NAPPY CHANGING** will be carried out within the designated area using the designated equipment provided and only by DBS staff.  The designated area whilst providing privacy for the child, can be seen by other staff members thus ensuring that no child or staff member is left vulnerable. Any visitors will be asked to leave the room during this procedure.

Adults, including students on placements, who have not been registered as “fit person” will not be able to take children to the toilet or be left alone with children. The layout of the room will permit constant supervision of all children. We have a responsibility to the children and parents to assist in any way we can.

The Health Visitor can be called upon to help families in need.

**Cooperation between playschool staff, parents and child is essential at all times.**

**CHILDREN WHO MAY BE VULNERABLE (Prevent Agenda) –** we recognise that some children are more vulnerable to abuse than others. **Playschool use a Vulnerability grid to monitor such children**. We give special consideration to disabled or children with SEN; young carers; living in domestic abuse situation; affected by parental substance misuse; asylum seekers; LAC – looked after children; otherwise living away from home; vulnerable to being bullied or engaging in bullying

behaviours; living in temporary accommodation; living transient lifestyles; living in chaotic and unsupportive homes; vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality; involved in sexual exploitation; do not have English as a first language; at risk of female genital mutilation; at risk of becoming radicalised, involved in gang or violent extremism.

**Playschool do not have to inform parents about contact with the Family Front Door or making a referral if there are marks and disclosure / if staff by sharing this information with them.put child at more risk.** Any allegations do not have to be shared with parents and will be shared with the relevant authorities in compliance with \* guidelines and Social Care Team and ‘Worcestershire Safeguarding Children Partnership’ (formerly LSGB).

**IMMEDIATE RISK FROM HARM** =contact the Police by telephoning **999**.

Referring a child to Children's social care in an emergency contact **FAMILY FRONT DOOR**: Monday to Thursday from 9.00am to 5.00pm and Fridays from 9.00am to 4.30pm **01905 822666.**

**Out of office hours – Emergency Duty team 01905 768020**  Follow up your verbal child protection referral in writing using the ‘Referral to Children’s Social Care’ form.

* If the concern is not immediate (but meets the threshold for statutory services) use the online form to raise the concern. Access the referral from at:

http://www.worcestershire.gov.uk/info/20641/areyouworriedaboutachild

**REQUEST FOR EARLY HELP FAMILY SUPPORT** = ‘Early Intervention Family Support can be accessed via the WCC website, via the portal or without a portal account. Access the request form at: http://www.worcestershire.gov.uk/requestfamilysupport <http://www.worcestershire.gov.uk/downloads/download/1146/early_help_in_worcestershire>

OFSTED – 0300 123 1231 NATIONAL BUSINESS CENTRE PICCADILLY GATE STORE STREET MANCHESTER M1 2WD

### CHILD PROTECTION PLAN PROCEDURE – see flow chart

Baseline assessments on child’s demeanour /behaviour to be kept.

- CONSIDER **EARLY HELP FAMILY SUPPORT**

**Any concerns/marks must to recorded in concerns record section in Accident & Incident Book.**

## **Child makes allegation disclosure** – staff member confirms and writes up ASAP

Staff member reports to **DSL or DDSL (Jo or Becky).**

1. Establish if serious concern about child’s immediate safety. **Marks and disclosure RING**
2. If NO look at records and follow up with daily obs & chronology until satisfied & talk to parents about issues – do we need **EARLY HELP FAMILY SUPPORT’**? health visitor - TAC?
3. If YES, call Children’s Services –**Family Front Door** immediately/and/or talk with parents.
4. **DO NOT INFORM PARENTS about contact with the Family Front Door or making a referral if you are concerned about the safety of the child or staff by sharing this information with them/ or the child makes a disclosure and there are marks or evidence to support the disclosure.**
5. Then make detailed notes and contact Children’s Services Family Front Door if proceeding.

# Review date

Signed……………………………./………………………………………..

**Addendum** Procedures during Lockdown **Covid 19**

Broadway and Towerview Playschool adhere to following COVID 19 government guidelines and updates to keep vulnerable children safe. Vulnerable children include those who have a social care involvement, Child protection plan, children who are looked after and those who have Health Care Plan. Children with an EHC plan (or in the process of being put together) will be risk assessed by staff with parents.

On March 20th Government declared a national lockdown. Families asked to stay at home to help prevent the spread of Coronavirus. All schools were required to close remaining open only for children of critical workers and vulnerable children, those with Education Health Care Plan and those with Social Care involvement, who have a Child Protection Plan, Children Looked After.

Parents of families who are under social care are expected to bring their child/children to attend the setting.

Where parents do not wish their child to attend, Playschool will liaise with social care and family support workers to find out reasons for non attendance. DSL or deputy DSL will notify social workers and family support workers will be notified of non attendance. Playschool DSL or deputy DSL will be present in the setting during opening hours. Staff members are to report any concerns immediately following safeguarding procedures in the main folder.

Where parents do not want them to attend Playschool of those children at risk of not having their needs met at home by the Playschool DSL and Deputy DSL, appropriate contact will be maintained by telephone, doorstep visits, email or remotely. The DSL and DDSL will maintain contact with Health Visitor, Social Worker, Family Support Worker via phone and email.

Where children have been identified to be on the edge of social care involvement and are not attending Playschool the DSL and deputy will take measures to ensure communication is in place which can include contact by phone, email or doorstep visits, individualised contact will be written in children’s profiles. The Designated Safeguarding Lead or Deputy Safeguarding Lead has the flexibility to offer sessions to children the team consider vulnerable.

Playschool DSL and DDSL have the flexibility to give priority to children of families who they feel need support to meet their child’s basic needs when preparing for wider opening.

Playschools intention is for there to be a DSL or DDSL on site at all times. If for any reason this is not possible Playschool will ensure that they can be reached by phone, email and text message.

Parents are required to ensure emergency contact details are up to date.

The DSL and DDSL will review lastest Government guidelines sharing information with all Playschool staff and families. Worcestershire Children First Updates will be shared with staff by email.

Mental Health and Well-being

Staff observe children daily and are aware of the importance to identify those who may be experiencing a risk of developing mental health issues. Parents are asked to advise staff of any changes regarding welfare, health and well-being. Playschool will work to recognise families experiencing hardship and will support by sharing concerns appropriately and refer to relevant agencies. Information will be posted on Playschool Facebook page for families to access.

Playschool will refer to government guidelines and updates following advice from Public Health England to take measures to limit the risk of COVID 19.

Vulnerable Child/children representing with COVID 19 symptoms will be sent home to self isolate and staff will find ways to communicate with the family and HV to offer support.

If there is a’COVID-19’ outbreak the DSL and deputy DSL will continue to support families by communicating with Health visitor and Social care.