

## CHILD PROTECTION POLICY & PROCEDURES

### POLICY

In our pre-school we plan to provide an environment which ensures children are safe from potential abuse and will respond to any suspicion of potential abuse in a way which respects the child's rights and reinforces the adult's responsibilities to the children.

In order to do this we follow the procedures below:

### PROCEDURES

- Ensure that all adults working (voluntary or paid) in the pre-school are aware of the fact that such work is exempt from the provision laid down in the Rehabilitation of Offenders Act 1974.
- Require all potential workers to provide references, attend an interview, sign an agreement to be checked for police records of cautioning and to work for a probationary period.
- Offer ongoing training to all adults involved with the care and education of children, which will help them to recognise and respond to suspected abuse of children, whether physical, emotional, sexual or as a result of neglect. Never allow an unregistered adult to be alone with a child or children e.g. going to the toilet or supervising children in a separate room.
- If at any time an allegation of abuse is made by a parent/carer against any member of staff, that member of staff will be immediately suspended until a full enquiry has been completed.
- Have clearly set out procedures which adults will be aware of to respond to concerns of suspected abuse.
- Recognise that parents should always be involved in the monitoring of children's behaviour or development and should be the first point of contact (except in cases of suspected sexual abuse).
- Keep an ongoing record of observations of significant changes in children's behaviour or appearance which will be written and kept confidential.
- We will have a designated person (Mrs Jill Budgen, Proprietor of Paddington Pre-School) to whom all concerns will be referred.
- We will ensure all adults know who to contact within the pre-school and what to do if that person does not carry out their responsibility for the child's well being.
- We will ensure all adults know who to contact within the pre-school and what procedures to follow if that person does not carry out their responsibility for the child's well being.
- We work with OFSTED, West Sussex Early Years Development and Child Care Partnership, Social Services, Local Police and the NSPCC to ensure the child's best interests are met.

## CHILD PROTECTION POLICY & PROCEDURES (continued)

Contact Numbers are listed below:

- OFSTED Helpline: 0300 1231231
- Children's Information Service Helpline: 01243 777807
- Social Services Helpline: 01403 213100
- Police: 0845 6070999
- NSPCC Helpline: 0808 8005000
  
- We will, where and whenever possible, continue to support and work with the child's family to maintain continuity of care for the child.
- All details of concerns, progress, case conferences etc. are recorded, confidential and will not be discussed with anyone who is not authorised to have this information.