

# Appleton Roebuck Pre-School Groups

## Safeguarding Children Policy and Procedure

### Statement of Intent

At Appleton Roebuck Pre-School Groups, we regard the welfare, protection and safety of every child in our care as of paramount importance and we take our responsibility to safeguard children seriously. Our aims are as follows:

- To provide a safe, respectful and supportive environment for children in which they feel confident to approach adults and secure in the knowledge that they will be listened to
- To ensure that children feel able to express their views and preferences, that they have the courage and confidence to tell any adult if they are unhappy
- To ensure that children know that they can speak about their worries or concerns with anyone of their choice, whom they trust, both within and outside the setting
- To ensure that adults talk and listen to children where they have concerns about their safety and wellbeing
- To safeguard children who are suffering or are likely to suffer significant harm
- To ensure the children in your care are kept safe both at home and within the setting
- To raise awareness of all staff of their responsibility to identify and act on any suspected case of abuse or neglect and the procedures to follow
- To raise the awareness of parents about the procedures that the setting will follow if abuse or neglect is suspected.
- All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about you and your child with other agencies.

### Introduction

We are committed to following the North Yorkshire Safeguarding Children Board guidance and procedures. The welfare, protection and safety of every child in our care is of paramount importance and we take our responsibility to safeguard children seriously. Everyone working at our setting recognises their responsibilities towards the children in our care. We have procedures in place to follow if we suspect abuse or neglect and we are able to put the procedures into practice. We will refer to the Children's Social Care Department when appropriate, and work with other agencies involved, such as the police. We will attend and provide information/reports for strategy meetings, child protection conferences and core groups. We will contribute where appropriate to any child protection plan. We will always take a considered and sensitive approach in order that we can support our children and families.

### Responsibilities of registered person/committee

See Appendix 1 for named personnel with designated responsibility for child protection.

It is the overall responsibility of the registered person / committee to ensure that

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all necessary measures are in place to safeguard children.

This policy sets out how the registered person / committee will monitor and audit the setting's safeguarding arrangements:

- through the Managers Annual Report to the committee
- an annual review of relevant policies and procedures
- the audit will also include a scrutiny of the completed welfare checklists for child protection, and suitable people, the training records and the single central record.

The committee will ensure that there is a suitable policy in place that this is effective, that all NYSCB procedures are followed and staff are equipped to fulfil their role with regards to safeguarding children including having the time and sufficient resources are allocated to enable the designated person and other staff to discharge their responsibilities.

The registered person/committee will:

- ensure that safer recruitment measures are in place and it is good practice for at least one member of the interview panel to have undertaken Safer Recruitment training.
- make arrangements to ensure that any allegations against any persons working in the setting are dealt with effectively.
- be responsible for ensuring that all new starters, including volunteers, receive a comprehensive induction.
- ensure that supervision and appraisal practice includes opportunities to discuss welfare concerns and to identify any development or training needs of staff to fulfil their safeguarding responsibilities.
- be responsible for ensuring that the child protection training record is maintained and monitored. (Appendix A)

**The registered person should inform Ofsted of:**

**any food poisoning affecting two or more children cared for on the premises; any serious accident, illness or injury, a pandemic/outbreak, or death of, any child while in their care, and of the action taken; Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies;** any change in the address of the premises; to the premises which may affect the space available to children and the quality of childcare available to them; in the name or address of the provider, or the provider's other contact information; to the person who is managing the early years provision; or in the persons aged 16 years or older living or working on childminding premises; any proposal to change the hours during which childcare is provided; or to provide overnight care; any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children; where

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the early years provision is provided by a company, any change in the name or registered number of the company; where the early years provision is provided by a charity, any change in the name or registration number of the charity; where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the 'nominated individual'; and where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to the individuals who are partners in, or a director, secretary or other officer or members of its governing body; (where providers are required to notify Ofsted or their childminder agency about a change of person except for managers, as specified in paragraph 3.76 EYFS, providers must give Ofsted or their childminder agency the new person's name, any former names or aliases, date of birth, and home address. If there is a change of manager, providers must notify Ofsted or their childminder agency that a new manager has been appointed.); **any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted or their childminder agency of the action taken in respect of the allegations; any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an instance of a significant event. Notification must be made as soon as is reasonably practicable, but always within 14 days. A registered provider who, without reasonable excuse, fails to comply with these requirements commits an offence.**

### **Responsibilities of the Designated Lead Practitioner (DLP)**

The DLP's for our settings are detailed in Appendix 1.

The name of the staff members taking on this role should be clearly displayed for parents and all other staff within the setting.

The welfare of the child is paramount and will always be the priority of the DLP. The DLP's role should include:

- Referring a child to Children's Social Care if there are any concerns about suspected abuse or neglect. Any referral should be made by telephone and followed up in writing
- Liaising with other agencies and services as appropriate
- Talking to parents about concerns (where appropriate)
- Attending multi-agency child protection meetings
- Contributing to Child in Need or Child Protection Plans

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- Providing support, advice and guidance to all staff and ensuring that they are aware of the Safeguarding policy
- Keeping and storing child protection records
- Seeking advice and support for staff from relevant agencies where appropriate

### **Responsibilities of the staff team**

All staff should follow the NYSCB guidance and procedures which are consistent with “Working Together to Safeguard Children.” It is **not** the responsibility of the staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of children must be recorded and discussed with the DLP prior to any discussion with parents.

Staff should immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm e.g. significant changes in behaviour worrying drawings or play
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse, neglect or radicalisation.
- any significant changes in a child’s presentation, including non-attendance
- any hint or disclosure of abuse, neglect or radicalisation received from the child, or from any other person, including disclosures of abuse, neglect or radicalisation or perpetrated by adults outside of the family or by other children or young people
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present), or working at the setting, including:
- failure of staff to follow setting policies and procedures including Guidance for Safer Working Practice NYCC 2014
- inappropriate conduct eg. inappropriate sexual comments and behaviours;

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- excessive one-to-one attention beyond the requirements of their usual role and responsibilities;
- taking and/or sharing child abuse images
- any concerns that a child is presenting signs of radicalisation of self or family members, e.g. changes in their behaviour, through play or drawings

Staff should be made aware of NSPCC information on **Grooming** and entrapment and **Female Genital Mutilation**

Staff should complete the Prevent Duty online training.

### Training, Support and Supervision

- In line with the EYFS we train all staff to understand our safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues.
- The training that the DLP s and staff have attended are kept within the setting.
- On line Basic Awareness Training is completed for all staff at induction stage. However, in order to gain the necessary skills to respond to concerns the Local Authority recommends that all staff also attend a taught course. This should be updated as you feel necessary but at least at 3 yearly intervals. Training needs should be identified and supported through regular appraisals. All volunteers working within the setting are also asked to complete this.
- The formal induction which staff receive covers appropriate safeguarding policies and procedures. Records of completion are signed as part of our induction procedure and kept on individual staff's files.
- Relevant safeguarding information and guidance is circulated to staff and committee and considered in relation to policies and procedures.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies. Opportunities are provided for staff to review and reflect on any safeguarding or child protection concerns they may have, including any concerning practice of colleagues.

We recognised that staff who deal with possible abuse or neglect will often find the situation very upsetting and stressful. We would seek the appropriate guidance and emotional support available, both from within our team and, where appropriate, from

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external agencies.

A copy of "What to do if You're Worried a Child is Being Abused", published by the Development of Health is kept with this policy.

See Appendix 2 for record of staff training

### **Record keeping and information sharing**

In order to keep children safe and provide appropriate care, we require accurate and up to date information on them. This information is collected on a yearly basis with the settings.

All staff will complete a written record of any concern, even where it is not appropriate to make an immediate referral and these should be passed to the DLP. The DLP is responsible for collating and reviewing these records. See recording form at Appendix B.

These records should be objective and include:

- Statements, facts and observable things (what was seen/heard)
- Diagram indicating the position, size and colour of any injuries (not photograph)
- Words that the child uses, these should not be translated into 'proper' words
- Non-verbal behaviours
- Key contacts/meetings with parents/carers and other agencies/ professionals. These should be dated and timed and include a summary of discussions, decisions made, reasons for these and any agreed actions

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up. The following additional points should be considered:

- Parent/carer details
- Relevant phone numbers
- What is said to have happened or what was seen. Describing objectively the child's behaviour/appearance and if possible the exact words that were spoken by the child
- When it occurred
- What was said by those involved
- Whether there is any actual evidence- bruises, bleeding, changed behaviours
- Who else has been told about it
- Who was concerned

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- Whether the parents have been advised

In most circumstances we aim to work in partnership with parents and keep them informed of any concerns we have and any intention we have to involve other agencies such as Children's Social Care. However, if we felt that sharing these concerns with parents might place a child at risk of harm, then we would not inform parents beforehand. If there is any concern that a child may be suffering or is at risk of suffering significant harm, their safety and welfare must be the overriding consideration.

All child protection documents will be stored in a file that is separate from the child's main file. They should be locked away and only accessible to the DLP, and the Chair of the Committee for the relevant setting, if the concerns relate to the DLP. Information regarding child protection concerns should be shared with other staff and key committee members on a need to know basis only – consider which staff and committee members these concerns would need to be shared with, and how much information to share. This should usually only be information that staff and committee members would require to ensure the safety and welfare of the child.

These records should be copied and transferred to any school or setting the child moves to, clearly marked "Child Protection, Confidential, for the attention of the Designated Lead Practitioner for Child Protection" (Early Years) or Designated Senior Person (schools).

Records regarding child protection concerns should be shared with other agencies including Ofsted, as appropriate in order to safeguard children. Following school guidance we are required to keep child protection records until the child's 25<sup>th</sup> birthday.

Records should ordinarily be shared with parents on request unless covered by an exemption in the General Data Protection Regulations (GDPR) (2018). The main exemptions when information may be withheld relate to:

- information which might cause serious harm to the physical or mental health of the pupil or another individual;
- cases where the disclosure would reveal a child is at risk of abuse

Our arrangements for maintaining and monitoring records with regard to other welfare concerns, follow NYCC Guidance issued July 2015. This would include, for example where the child is: subject to a CAF; a Looked After Child; known to Children's Social Care; has additional needs; is subject to assessment and intervention. Appendix C.

### Procedure

If abuse or neglect is suspected then the DLP will be informed immediately or in the absence of the DLP, the manager or acting manager at the time.

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**Where staff are concerned that the DLP or other responsible person may not be taking concerns sufficiently seriously or not taking appropriate action they should contact either the local Area Prevention Manager, Children's Social Care or the police directly. They should also inform Ofsted. Where their concern is about a person working with children, they should contact the LADO directly.**

Following any information raising concern, the DLP should consider:

- Any urgent medical needs of the child
- Whether to make an enquiry to the North Yorkshire Children's Social Care to establish if the child is or has been subject of a Child Protection Plan
- Seeking advice from the Area Prevention Manager, (see contacts)
- Discussing the matter with other agencies involved with the family
- Consulting with appropriate persons e.g. Health Visitor, Children's Social Care
- The child's wishes and any fears or concerns s/he may have

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to children's social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately (including when the child is already an open case to CSC e.g. a looked after child)

**OR**

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, should be fully documented. All referrals to social care should be accompanied by a standard referral form. In cases where the setting disagrees with decisions by others then they must follow the NYSCB procedures (15.4 Resolution of Professional Disagreements) in order to ensure that children are safeguarded

In the event of a child making a disclosure, staff should not investigate but should, wherever possible, elicit enough information to pass on to the DLP in order that s/he



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can make an informed decision of what to do next.

Staff should:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the child that they have a responsibility to refer the information to the DLP
- reassure and support the child as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next

### **Suitable People**

These are the arrangements we have in place to ensure that those working in the setting are suitable people:

- All applicants for work within our settings, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least two references.
- 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.
- At least one member of the shortlisting and interview panel will have completed Safer Recruitment Training.
- We will follow the latest guidance provided by NYCC for Safe recruitment.
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the group is confident that the applicant can be safely entrusted with children.

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- Volunteers do not work unsupervised
- All staff and volunteers
  - undergo suitability checks including DBS checks;
  - are made aware of contractual expectations for them to disclose any police action taken against them and any circumstances which could lead to consideration of disqualification. (EYFS p 15 3.11) through an annual process

Appleton Roebuck Pre-School Groups has

- a commitment to, where appropriate, making referrals to the DBS and providing Ofsted with any relevant information indicating that any person meets the grounds for Disqualification from Childcare
- Appleton Roebuck Preschool Groups **will not** employ anyone on a DBS barred list or Disqualified from Childcare as this is a criminal offence.

### **Allegations against staff**

Staff should behave appropriately and our policies ensure that they are not made vulnerable to allegations, for example Nappy Changing, Personal Care and Personal Electronic Equipment and by adopting the NYCC document “Guidance for Safe Working Practice in Early Years Settings.” All staff behaviour should be open and transparent.

Staff are expected to report any concerns and should be made aware of complaints and whistle blowing policies.

Allegations against staff or any person working at the setting should be handled by the registered person / committee or manager as appropriate.

**The Local Authority Designated Officer (LADO) should be contacted directly, including by staff at the setting, if it is felt that a concern is not being dealt with adequately or that a concern cannot be raised with the settings management. Similarly any staff member may contact Ofsted directly.**

The principles set out in this policy will be applied when dealing with allegations against a member of staff. The management will refer to NYCC documents

- Definitions and Thresholds for Managing Allegations Against Staff
- Guidance for Staff Facing an Allegation
- Managing The Aftermath of Unfounded and Unsubstantiated Allegations

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Detailed records will be made to include decisions, actions taken, and reasons for these.

All allegations will be investigated properly and in line with agreed procedures. Investigations into allegations against people who work with children may have up to three related strands: enquiries by Children's Social Care, investigation by the police; and/or investigation by the employer under disciplinary procedures. There may also, in childcare settings, be further investigation by Ofsted.

In cases where an allegation is made against staff Appleton Roebuck Pre-school Groups will follow its Disciplinary Procedure and if necessary support will be sought from NYCC Human Resources.

### In the event of an allegation

- The person who has received an allegation or witnessed an event should immediately inform the manager. If the allegation is against the manager then the registered person/committee should be informed and should follow the procedure in place of the manager.
- The manager will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs. In some cases this may result in moving the member of staff involved to another area of the setting, or onto a different duty. The manager must consider how to best support and protect both the staff member and child at this point.
- The manager will contact the Local Authority Designated Officer (LADO) to inform them of the allegation and to seek advice on how to move forward with the investigation, including discussion of whether the member of staff should be suspended on full pay whilst any investigation is undertaken. The manager/committee will work together with other agencies and follow the NYSCB procedures.
- We will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. These notifications will be made as soon as is reasonably practicable and at the latest within 14 days of the allegations being made.
- As with all child protection matters, the situation will be dealt with confidentially and information only shared on a need to know basis
- Consideration will be given throughout to the support and information needs of children, parents and staff where applicable
- Accurate records of the allegation and subsequent investigations and their outcome will be securely stored in the employees personnel file. Staff will be contacted online with the disciplinary procedure.

### **Taking, storing and using images of children, (including mobile phone, tablet, video and camera use)**

Appleton Roebuck Preschool Groups will follow its **Personal Electronic Policy** when considering the use of mobile phones and cameras within the setting. All tablets used during sessions will belong to Appleton Roebuck Preschool Groups. At the end of each session any photographs or videos will be deleted from the memory.

Due to Appleton Roebuck Pre-School Groups been unable to print photographs on site they are taken to the local branch of Max Speilmann for processing. They have confirmed that all images are deleted at the end of each and they have their own Safeguarding Policy. All images taken are deleted from the memory stick after processing.

Permission from parents for taking images of their children and for how these may be used forms part of their registration documents.

In personal emergencies staff and volunteers should be contacted via the setting telephone.

On some occasions parents may ask if they can use their own cameras, tablets or recording equipment for example the Christmas Nativity. At such events assuming every parent has given permission for their children to be photographed, (in their registration documents) video and photographs will be permitted. Parents are asked that no photographs taken during sessions or performance appear on social media/internet.

### **Legislation, Procedures and Guidance followed:**

- The 2012 guidance books from North Yorkshire County Council in the following:
  - Definitions and Thresholds for Managing Allegations Against Staff In Early Years Settings, Out of School Clubs and Holiday Clubs
  - Managing the Aftermath of Unfounded and Unsubstantiated Allegations against Staff in Early Years Settings, Out of School Clubs and Holiday Clubs
  - Guidance for Staff in Early Years Settings, Out of School Clubs and Holiday Clubs Facing an Allegation
  - Guidance for Safe Working Practice for the Protection of Children and Staff in Early Years Settings, Out of School Clubs and Holiday Clubs(see <http://cyps.northyorks.gov.uk/index.aspx?articleid=16033>)
  - A Guide to Recruitment and Selection for Early Years Settings

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- Ofsted Guide to Registration
- Statutory Framework for the EY Foundation Stage
- Working Together to Safeguard Children HM Government March 2013 (see <http://www.workingtogetheronline.co.uk/resources.html>)
- What To Do If You Are Worried A Child is Being Abused DCSF 2006
- Information Sharing, Guidance for Practitioners and Managers DCSF 2008
- North Yorkshire Safeguarding Children Board (NYSCB) Procedures (<http://www.safeguardingchildren.co.uk/>)
- NYSCB Serious Case Review recommendations relating to Early Years in North Yorkshire (<http://www.safeguardingchildren.co.uk/>)
- Safeguarding Vulnerable Groups Act 2006
- Sec. 76 Childcare Act 2006
- Safer Recruitment Guidance CWDC
- Human Rights Act 1998
- Sexual Offenders Act 2003
- Rehabilitation of Offenders Act 1974
- **General Data Protection Regulations (GDPR) (2018)**
- The Protection of Children Act 1999
- The Children Act 2004 (Every Child Matters)
- The Framework for the Assessment of Children in Need and Their Families (2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Independent Safeguarding Authority: [www.isa.homeoffice.gov.uk](http://www.isa.homeoffice.gov.uk)
- Race Relations (Amendment) Act (2000)

### **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 aside – for example, for time out after behaviour that needs improvement - will take the child to a quiet place within the main room.

Adults who have not been checked via the Disclosure Barring Service (DBS) will not take children to the toilet.

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.

We provide adequate and appropriate staffing and resources to meet the needs of children attending our Settings

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We have procedures for recording the details of visitors to the setting

We take steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children

## **Disciplinary action**

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

## **Whistle Blowing**

Appleton Roebuck Pre-School Groups has an open and well published policy so that children and adults can voice their concerns.

## **Support families**

Appleton Roebuck Pre-School Groups will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in the group.

We continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse

We make it clear to parents our role and responsibilities in relation to safeguarding children such as reporting concerns, providing information and monitoring of the child, and liaising at all times with the Safeguarding Children Board.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the North Yorkshire Safeguarding Children Board.

We follow guidelines of the North Yorkshire Safeguarding Children Board in relation to our groups designated role in supporting the child and the family subsequent to any investigation.

Signed on behalf of ARPSG;

Chair..... Date.....

Manager ..... Date.....

# Appleton Roebuck Pre-School Groups

Review Date:-----

# Appleton Roebuck Pre-School Groups

## Appendix A

### ***Important Contact Numbers Designated Lead Practitioners***

**Preschool** - Julie Horsman – 07983 798482  
/julie@appletonroebuckpreschoolgroups.co.uk

**North Yorkshire County Council LADO** - Joe Cocker –  
01904 [555695](tel:555695) /[joe.cocker@york.gov.uk](mailto:joe.cocker@york.gov.uk)

**Area Prevention Managers** – David Fincham –  
01606 533421/[david.fincham@northyorks.gov.uk](mailto:david.fincham@northyorks.gov.uk)

**North Yorkshire Children’s Social Care** – 01609 534527/[social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk)

**Referrals team Children and Families Service  
customer contact centre 01609 780780**

**Emergency Duty Team** – 0845 0349417

**Ofsted** – 0300 123 1231

**Central Database** - Eleanor Birkhead | 01609  
53621/[eleanor.birkhead@northyorks.gov.uk](mailto:eleanor.birkhead@northyorks.gov.uk)

**North Yorkshire Police**                      101



## References to other relevant policies

It is important to remember that safeguarding children is much broader than abuse and allegations against staff. Other policies that will help to safeguard children include:

Administering Medicine Policy  
Admissions and Charging Policy  
Fire Safety Policy  
Suspensions and Exclusions Policy  
Behaviour Management Policy  
Evacuation Procedure  
Risk Assessment  
Complaints Procedure  
Confidentiality Policy  
Equal Opportunities Policy/Recruiting/Interviewing  
Administering Medicine Policy  
Fair Processing Notice for Parents (GDPR)  
Food and Drink  
Food Hygiene  
Arrivals and Departures Policy  
Grievance Policy  
Health and Safety Checks  
Health and Safety Policy  
Human Flu Pandemic Policy  
Information Sharing Policy  
Managing Children who are Sick, Infectious, or with Allergies  
Missing Child Procedure  
Mobile Phone Policy  
Nappy Changing Policy  
Personal Care Policy  
Behaviour Management Policy  
Personnel Policy  
Recording and Reporting of Accidents and Incidents  
Bullying Policy  
Risk Assessment Policy  
Safeguarding and Child Protection Policy  
Smoking, Drugs and Alcohol Policy  
Social Networking Policy  
Special Educational Needs Policy (SEN)  
Staff Induction Policy  
Personal Electronic Equipment Policy  
Uncollected child  
Visitors Policy

# Appleton Roebuck Pre-School Groups

## Whistleblowing Policy

### Child Protection Training Record

<b>Setting</b> ..... .....  <b>Manager</b> ..... .....
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#### Named personnel with designated responsibility for Child Protection

Academic year	Designated Lead Practitioner	Deputy Designated Lead Practitioner	Nominated Management Committee Member	Chair of Management Committee

#### Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff

#### Dates of Staff Training and details of course title and training provider

Whole School	Designated Lead Practitioner	Deputy Designated Lead Practitioner

Appleton Roebuck Pre-School Groups

Appendix B

**CONFIDENTIAL**

**CHILD PROTECTION RECORD SHEET**

**SETTING** .....

**MEMBER OF STAFF** .....

**DATE** ..... **TIME** .....

**NAME OF CHILD** .....

**DATE OF BIRTH** .....

**ADDRESS** .....

**DETAILS OF CONCERN/DISCLOSURE**

**ACTION TAKEN**

**SHARED WITH DESIGNATED LEAD PRACTITIONER YES /NO**

Signature:

# Appleton Roebuck Pre-School Groups

Date:  
Time:

## Action Taken By Designated Lead Practitioner

### Consultation/Advice Taken

Area Prevention Manager Yes/No  
Name.....  
Date and time.....  
Signature:

Other Professional Yes/No  
Name .....  
Agency .....  
Role/Job Title.....  
Date and time.....  
Signature:

LADO, (Allegations Against Staff) Yes/No  
Name.....  
Date and time.....  
Signature:

### Advice given:

Date and time.....  
Signature:

Discussed with parents: Yes/No  
Reasons if not:  
Outcome  
Date and time.....  
Signature:

Referral made to Social Care: Yes/No

By Telephone Yes/No  
Name of staff .....  
Date and time.....  
Signature:

Referral form sent Yes/No  
How sent.....  
Date and time.....  
Signature:

Response by Social Care:

# Appleton Roebuck Pre-School Groups

Date and time.....

Signature:

Strategy Meeting:

Date:

Time:

Outcome:

Decision:

Initial CP Conference: Date:

Time:

Outcome:

## Appendix C

### EARLY YEARS SETTING CHILD WELFARE FILES

Following the recommendations arising from a recent North Yorkshire Serious Case Review, it is **strongly recommended** that all settings maintain and monitor records in relation to all children who are known to Children's Social Care, who are Looked After, who have been part of a CAF, or about whom welfare concerns have otherwise been raised, in the form of a child welfare file. This should be **separate to** the main setting file **and separate to** any confidential child protection files that may be held in the setting.

These welfare files should be maintained by the setting's manager or another senior person if appropriate e.g. DLP for Child Protection

This person should be responsible for maintaining a register of all children for whom welfare files are being kept, indicating the reason for deciding to maintain the file, and whether parental consent has been gained to maintain the file.

Welfare files need to contain collated up to date and relevant information including:

- an indication as to whether a separate child protection file is being maintained
- any relevant assessments, for example CAF, Initial or Core Assessment, Educational Psychologist, Early Years Advisory Teacher
- Education Health and Care plan
- any Personal Education Plans
- any documentation relating to the child's SEN e.g. individual learning and provision plan
- any information pertaining to the child's behaviour/attendance
- minutes or notes of any meetings/contacts with parents, including e.g. home visits, telephone calls, texts, emails including:
  - date/time
  - details of who the contact was with
  - record of any discussion
  - outcomes and actions to be taken
- minutes or notes of any meetings/contacts with other professionals, e.g. Children's Centre Leads, Family Outreach Workers, Health Visitors, TAC (Team Around the Child) and CIN (Children In Need) meetings, telephone calls, texts, emails including:
  - date/time
  - details of who the contact was with
  - record of any discussion
  - outcomes actions to be taken
- documents relating to any welfare concerns that may have been raised, for

## Appleton Roebuck Pre-School Groups

example:

- key person logs detailing dates/times/nature of concerns
- signed records of any conversations or disclosures, including date/time and what, if any, agreed actions took place as a result of the conversation

Information in welfare files needs to be shared with relevant staff on a 'need-to-know' basis.. Parents' and children's rights to privacy and confidentiality should be respected and sensitive information should not be shared unless the setting has permission to do so or it is necessary to do so in the public interest. Settings should share with parents any concerns they may have about their child unless to do so may place a child at risk of significant harm.

Welfare files should be copied and forwarded to the next setting or school with parental consent.

DFE guidance regarding making decisions about information sharing can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/Information\\_sharing\\_advice\\_safeguarding\\_practitioners.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf)

NYCC guidance can be found at:  
<http://www.northyorks.gov.uk/article/30517/Information-sharing>