

ST JOHN'S SUNSHINE PRE-SCHOOL

SAFEGUARDING AND DISCLOSURES POLICY

The children attending St. John's Sunshine Pre School are our priority and responsibility. If any member of staff, committee member or parent has any concerns regarding the welfare of any child within St. John's Sunshine Pre School's care, it is our responsibility and duty of care to ensure that the allegations are dealt with in an appropriate way and where necessary the concerns are reported to appropriate authorities.

Since 29th January 2021 all enquiries/referrals for both Social Care and Early Help come through West Sussex County Council's single front door referred to as the Integrated Front Door (IFD). The IFD for West Sussex Children Services will ensure that all enquiries and referrals are triaged upon receipt and directed to the appropriate service to support with the query, providing a seamless process with children receiving a service proportionate to their needs in a timely way.

Procedure

It is our intention to ensure that all staff within the setting attend safeguarding training and then all staff attend a yearly refresher course.

The Manager will attend Safeguarding Training for the Designated Person and will keep this updated.

If at any point any member of staff or parent has a concern regarding any child this will be dealt with in the following way;

- The member of staff will put in writing their concern and discuss this with the Manager or Deputy and no-one else within the setting.
- If the concern is from a parent, the staff member who the parent spoke to needs to request the parent makes a written copy of their concern along with dates and times of any evidence for their concern.
- The manager will then read through the concern and set up a meeting with the individuals who made the report to discuss further.
- The manager must then decide as to whether the concern is putting the child in immediate danger or not and make a decision based on what's best for the child.

All written information regarding the concern will be put into a safeguarding file and then this can be referred to at any point if further information comes to light. All concerns will be shared with the Integrated Front Door (IFD).

The manager will keep a record of any safeguarding concerns for any child on role for the entirety of their attendance.

If any child presents at Pre School with any injury which cannot be explained it will be treated as a safeguarding concern and the appropriate channels will be followed to protect the child.

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Whilst your child is attending St. John's Sunshine Pre School's care if any of the following are noticed then they will be recorded;

- Significant changes in the child's behaviour.
- Deterioration in a child's general well-being.
- Any unexplained bruising, marks or signs of possible abuse or neglect.
- Any reason the Manager suspects neglect or abuse outside of the setting.
- Any inappropriate language or attention given to a child whilst on the premises.

Any concerns regarding a child will be written up and will contain the date and time of when the concern was raised and will contain only information regarding the concern.

If the Manager feels it will not put the child at further risk a meeting will be held with the parents and the Manager and one other staff member or committee member for accurate notes to be taken. If the Manager feels that discussing any concerns may put the child at risk of further harm they will contact the Local Safeguarding board and write up the report within 48 hours of reporting it to them.

If the Manager feels that the child is in immediate danger they will contact the police for advice and assistance on 101 or 999 in emergency.

If we have any concerns regarding a child's safety at St. John's Sunshine Pre School we will ensure that the information we have gathered regarding the concern are passed on to the IFD as soon as possible. By completing the following;

- Email: WSChildrenservices@westsussex.gov.uk
- Telephone: 01403 229 900
- Out of hours: 0330 222 6664

All enquiries and referrals will be triaged by the dedicated IFD team ensuring support from the appropriate service is provided swiftly.

Staff

To keep the children within St. John's Sunshine Pre School safe from harm we will complete the following regarding staffing

- All new staff must attend in person an interview with at least 2 people, with one person being the Chair of the Committee.
- New employees must either be part of the Disclosure and Barring Service (DBS) update service and provide the relevant information for this to be checked or they must undertake a Disclosure and Barring Service check (DBS) and join the Update service.
- Any Student or Bank staff may not have a DBS check but they will not be left unattended with the children at any time, and they will not be allowed to access the children's toilets.
- All St. John's Sunshine Pre School staff will attend Child Protection training and attend an update every 3 years.

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- The Manager and Deputy will attend Safeguarding for the Designated Person training and keep this refreshed.

If a safeguarding allegation is made about an employee or member of the committee the following procedure will take place;

- A Report will be made to either the Manager, Deputy or the Chair of the Committee.
- They will ask the person to make a formal written report of their concern.
- Witnesses will be asked to give their written report of what happened.
- The member of staff will have a meeting with the Manager, Deputy and or the Chair of the Committee.
- The staff member will be given the opportunity to give their opinion on the complaint.
- Any new witnesses will be asked for a written report of their view of events.

From the outcome of this meeting a decision must be made as to whether to suspend the member of staff and take further action or whether no further action is required.

Any complaint will be kept confidential and on file until after the next Ofsted Inspection. If a staff member is found to be at fault then Ofsted will be informed along with the Police.

Disclosures

If a child discloses to any member of Staff at St. John's Sunshine Pre School that they are being subjected to any form of abuse the staff members are expected to follow these steps;

- They will show that they have heard what the child has told them and reassured the child that they believe what they have said.
- The staff member will not ask the child any questions
- The child will not be asked to repeat anything that they have said to the member of staff.
- The Staff member will explain to the child that they **cannot** keep what has been said a secret.
- The staff member will then explain to the child what will happen next.
- The staff member will then report the disclosure to the Manager
- The staff member will be asked to write down everything the child said, as it was said in their words and anything the staff member said to the child with the date, time and location of disclosure and names of those present.
- Then a decision will be made by the Manager as to who to contact, this will be based on what is best for the child and whether the child is in immediate danger.
- If it is felt the child is in immediate danger then the police will be called on 101 or 999.

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All written documentation will be stored securely within the filing cabinet. Copies of these documents will be passed on to the local safeguarding board in the event of reporting the disclosure.

Any Disclosure will be shared with Integrate Front Door (IFD)

- Email: WSChildrenservices@westsussex.gov.uk
- Telephone: 01403 229 900
- Out of hours: 0330 222 6664

Address: West Sussex Safeguarding Children Partnership,
Floor 1,
County Hall North,
Chart Way,
Horsham,
West Sussex,
RH12 1XH