

Safeguarding Policy

Suitable People (EYFS 3.9)

We will ensure that people looking after children are suitable to fulfil the requirements of their role.

Safer Recruitment (EYFS 3.10, 3.11, 3.12, 3.13,)

We obtain a Disclosure and Barring Service check in respect of all people who work directly with children or who are likely to have unsupervised access to them. We will not allow people whose suitability has not been checked to have unsupervised contact with the children in the setting.

Information is held by the Preschool Manager about staff qualifications and the identity checks and vetting processes that have been completed including the criminal records disclosure reference number and the date that it was obtained. Staff are required to register for the DBS Update Service when a new check is completed. This enables us to renew our checks annually.

All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). Staff members are also expected to disclose if they live in the same household as another person who is disqualified or if they live in the same household where a disqualified person is employed.

Under the Safeguarding Vulnerable Groups Act 2006, we notify the Disclosure and Barring Service if a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

We inform Ofsted or any allegations of serious harm or abuse by any person working or looking after children (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We notify them of the action taken as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

In the event that we become aware of relevant information that may lead to disqualification of an employee, we will take appropriate action to ensure the safety of our children.

All staff members sign a 'Staff Confidentiality Form' ensuring they understand the need for confidentiality, recognise professional boundaries by not being 'friends' with parents on social networking sites and not passing on information that may be detrimental to the setting.

Recruitment Procedures

We will follow our legal responsibilities under the Equality Act 2010 including the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

If we have a position to fill, we will advertise giving all necessary information about the setting, role, recruitment timetable, safeguarding policy and request that all applicants complete an application form. The Committee Chairman and Preschool Manager will shortlist applications to invite for interview. Candidates will receive the same letter or email inviting them for interview with all the necessary information. The Committee Chairperson and Preschool Manager will interview candidates to gain information and fill in any gaps in information supplied. The Committee Chairperson and Preschool Manager will then discuss the candidates' suitability for the role and select a preferred candidate. Offers of employment are conditional on receiving satisfactory information from all necessary checks.

Staff qualifications, training, support and skills (EYFS 3.20, 3.21, 3.22, 3.23)

The overall quality of our provision depends on all practitioners having appropriate qualifications, training, skills, knowledge and a clear understanding of their roles and responsibilities.

New employees will be given induction training to help them understand their role and responsibilities and will cover emergency evacuation procedures, safeguarding, child protection, online safety, equality and health and safety issues.

Each staff member will receive supervision with the Manager every term, giving opportunities for staff to discuss any issues about the children's development or well-being, to identify solutions to address issues as they arise and to receive coaching to improve their personal effectiveness. Staff members are able to request an interim supervision every half term if they wish. They will also have an annual appraisal, where their progress is reviewed and plans made for appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that are continually improving.

Staff Medication/Other Substances (EYFS 3.19)

Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

Practitioners taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

Staff medication should be locked in the staff cupboard with the employee's other personal belongings, out of reach of children at all times.

Students/Work Experience

Students and those on work experience will be given induction training to help them understand their role and responsibilities and this will cover emergency evacuation procedures, safeguarding, child protection, equality and health and safety issues.

Unless they have been DBS checked, students and those on work experience will not have unsupervised access to the children.

Students must be confirmed by their tutor as being on a bona fide childcare course, which provides necessary background understanding of children's development and activities. Students who are required to conduct child studies will obtain written permission from the parents of the child chosen to be studied. Any information gained by the students about the children, their families or other adults in the setting must remain confidential and students will be asked to sign a confidentiality form.

We take account of the need to protect young people aged 16-19 years as defined by the Children's Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedures for reporting any other child protection concerns