

# St. James' Church Pre-School

## Safeguarding Policy



Our overriding concern is the health, welfare and appropriate development of the children for whom we care within our Pre-school setting. A complete set of guidelines covering every eventuality is kept up-to-date in a large ring binder by the Lead Safeguarding Practitioner. It is kept on the premises and is available as needed.

As a matter of course, we record any incidents or injury sustained by a child whilst in our care and inform the parent / carer, and ask them to sign the accident book. Our Incident Book also records significant injuries reported by parents at the beginning of a session, discussions with parents/carers where there is concern about a child's welfare and, where this concern is ongoing, the record will be updated and reviewed regularly.

We have a responsibility to record any concerns we may have regarding a child's welfare and to report all forms of child abuse.

If we suspect a child may be the subject of abuse, or have any other concerns about the child's welfare, it is the Pre-School's responsibility to inform the Local Authority Designated Officer (LADO) on:

0118 9746141 or [LADO@wokingham.gcsx.gov.uk](mailto:LADO@wokingham.gcsx.gov.uk) for an informal discussion.

Duty Triage and Assessment Team

(Children's Safeguarding and Social Care Team): Telephone: 0118 9088002

Emergency Duty Team - out of office hours: Telephone: 01344 786 543

For other advice we may consult with Thames Valley Police Enquiry Centre Tel: 101

NSPCC telephone number is 0808 800 5000.

In addition to the above, it is also necessary to notify OFSTED by telephoning 0300 123 1231 should any of the following become relevant:

- The death of a child while on the premises, or later, as the result of something that happened while the child was in our care
- Serious injuries (please see the section below for the definition of serious injuries)
- Where a child in our care is taken to hospital (to an Accident and Emergency Department for more than 24 hours), either directly from our provision, or later, as the result of something that happened while the child was in our care.

We define serious injuries as:

- Broken bones or a fracture
- Loss of consciousness
- Pain that is not relieved by simple pain killers
- Acute confused state
- Persistent, severe chest pain or breathing difficulties
- Amputation
- Dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

Elaine Hawkes is our Lead Safeguarding Practitioner. She ensures that all staff know what steps should be taken when there is concern regarding a child's welfare, and keeps up-to-date with National policies and procedures relating to child protection. Detailed and up to date procedures relating to all aspects of child protection, as provided by Wokingham Borough Council, can be found on [www.proceduresonline.com/berks](http://www.proceduresonline.com/berks), which is accessible to St. James' Church Pre-School staff via the pre-school laptop.

The Supervisor(s) or Lead Safeguarding Practitioner would inform parents, in a confidential environment, of any concerns that they may have regarding their child's welfare.

If there is no immediate danger to a child and you wish to discuss your concerns, you may speak to the Wokingham Early Years Childcare and Play Team on 0118 908 8260.

All the agencies involved in any referral or investigation will act with confidentiality at all times.

The Pre-school committee follows the required procedures in recruiting staff to ensure only suitable persons are employed to work with children and has great confidence and trust in its staff team. It is normal working policy that staff do not work alone with the children and staff are aware of each other's roles, promoting good working relationships for the welfare of children and staff.

We welcome parents and visitors in Pre-school but for the protection, safety and welfare of the children they will not have unsupervised access to any child other than their own. All visitors sign in, receive a visitor's badge and are noted in the register.

If an allegation of abuse was made against a member of staff it is the responsibility of Pre-school, through the Lead Safeguarding Practitioner to report the matter to the Chairperson and to the appropriate person in the Early Years and Childcare Development section of Wokingham Borough Council's Education and Cultural Services Department, and inform the Local Safeguarding Children's Board, as well as OFSTED

This is to ensure

- a) an independent element in any decision process
- b) a consistency across the authority
- c) a process which is transparent, open, fair and safe for children and staff.

Within the given procedures we will ensure the allegations are investigated and the children, parents and staff involved will be notified in writing of the outcome, which will be the result of investigations carried out by the relevant authorities as detailed in the procedures. Records are kept of all incidents and outcomes.

Children and parents not satisfied with the outcome of the investigation will be advised of their rights to invoke our complaints procedure.

In circumstances where the allegations of abuse are unfounded the confidentiality of the member of staff involved will be kept and they will be supported and offered counselling and advice as appropriate. If there is no substantiated abuse but a member of staff's behaviour requires further enquiry this will be dealt with through Pre-school's disciplinary procedure.

This policy was adopted on 23 January 2000 by the Committee.

It was last reviewed on 29<sup>th</sup> April 2019. No changes were made.

Signed by: Jackie Turton

on behalf of St James' Pre-school Committee