



Safeguarding children policy

At Tandridge Village Pre-School we intend to create an environment in which the child's welfare is paramount and the children are safe from harm. We recognise that safeguarding children is everybody's responsibility and therefore any causes of concern about a child's welfare and/or safety will be acted upon appropriately. We are guided by Surrey Safeguarding Policies.

In order to do this we will:

Have strategies in place to help ensure that Pre-School staff, both voluntary and paid, are suitable to work with children by:

- Excluding known perpetrators of abuse from the Pre-School
- It will be made clear to applicants for posts within the Pre-School that the position is exempt from the provisions of the rehabilitation of offenders act 1974.
- All applicants for work within the Pre-School whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two references. All such references will be followed up. In case of applicants with unexplained gaps in their' employment history, or who have moved rapidly from one job to another, explanations will be sort.
- All appointments will be subject to a probationary period and their contract will be confirmed unless the Pre-School is confident that the applicant can be entrusted with children.
- All appointments will be subject to a satisfactory DBS check with the Disclosure Barring Service.
- We have copy of "what to do if you're worried a child is being abused" for parents and staff.
- All staff are aware of what to do if they have any concerns.

Provide opportunity for Pre-School to undertake safeguarding children training and education as appropriate by:

- Pre-school staff will be aware of safeguarding children issues relevant to those whose work brings them into contact with children and their families.
- All staff have to attend safeguarding children training sessions to enable them to recognise cause for concerns of signs of potential or actual abuse or neglect.
- All staff should have an understanding of their own role and responsibility if they have a concern about the welfare of a child or are worried that a child is at risk of harm or significant harm.
- All staff will be familiar with local safeguarding policies and the referral procedure.

Employ strategies to prevent abuse by means of good practice by:

- Only persons who have been checked for criminal records by an "enhanced disclosure" from the Disclosure and Baring Service and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- Staff do not normally supervise children on their own
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two staff are present.
- Staff will not be left alone for long periods with individual children or small groups of children.
- The layout of the Pre-School environment will permit consistent supervision of all children.



- The Pre-School phone's may be used in the setting, as long as it's use is appropriate. The use of a phone must not detract from the quality of supervision and care of children. The setting land line phone is kept in the setting and never leaves the premises. The setting mobile phone remains on the premises except for outdoor walks or excursions to remain contactable and for use in an emergency situation. At the end of each day and over any closure period the mobile is locked away in the filing cabinet. If an emergency issue such as a safeguarding issue where the DSL or Deputy DSL needs to be contacted out of Pre School hours on the phone then the setting mobile may leave the premises. It is not used for personal use, except in an emergency.
- Staff mobile phones are kept in the kitchen in a box on top of the fridge. These can only be used for personal use in case of emergencies – staff are required to take these calls in the kitchen after making other staff members aware. No children should be within the facility whilst the call takes place.
- Staff medication is to be kept in a secure box on top of the fridge – well out of reach of children.
- Staff must be aware of their responsibilities to the Pre-School when using social networking sites such as Facebook. Our confidentiality policy must be adhered to at all times, even outside of working hours. It is important to maintain your status as a professional childcare worker and therefore we would urge you to think twice before fostering online friendships with parents. Disciplinary action could result if the Pre-School is brought into disrepute.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the Pre-School's reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the Pre-School.

Respond appropriately to concerns about a child's welfare or to suspicions abuse by:

- Changes in a child's behaviour or physical appearance will be assessed and concerns documented in the appropriate records. Parents will normally be involved in this assessment.
- If a member of staff has a concern that a child has been abused or is at risk of harm they will discuss this with the named person responsible for safeguarding children within the Pre-School.
- If staff are unsure as to the appropriate action to take they will contact C-SPA (Children's Single Point of Access) during office hours the contact Number is 0300 470 9100 or email on cspa@surreycc.gov.uk. Out of hours the emergency duty team can be contacted on 01483 517898 or by email edt.ssd@surreycc.gov.uk Or Surrey Safeguarding Children Partnership on 0300 123 1620 who will signpost you to the relevant team.
- Staff will follow the local safeguarding children policy and procedure , the flow chart of what to do can be found on the main noticeboard in the entrance hall.
- Concerns of actual or potential abuse will be referred to C-SPA. As registered providers must also notify Ofsted 0300 123 4666 of the action taken in respect of the allegation. We are aware that it is an offence not to comply with this.
- Referrals to C-SPA can be made by telephone or in writing. C-SPA will advise of any written referrals that need to be made or next steps that the DSL or Deputy DSL must take.
- All concerns about abuse and assessments will be kept confidential in that information will be shared only with those who need to know. The people most commonly involved will be the child's key worker, the Pre-School Manager, the Pre-School Deputy, the Chair of the Committee, the Parents and other relevant agencies.
- A philosophy of being open and honest with parents is adopted. Thus the parents will be informed of action taken or referrals made to other agencies. The exception to this being if the staff believe that by informing the parents of a referral to C-SPA this will jeopardise either the child's safety or their own.
- Liaise with other agencies; and co-operate entirely with any investigation carried out by C-SPA in conjunction with the police.



- In the event of suspicion falling upon a member of staff, inform the DSL or Deputy DSL immediately or the Chairs of the committee who will follow appropriate action. Firstly we will record all of the details of the alleged incident. For the duration of the investigation the member of staff will be suspended. This is not an indication of admission that the alleged incident has taken place, but it is to prevent the staff as well as the children and families throughout the process.
- If the concern involves the DSL themselves or any staff member, then LADO (Local Authority Designated Officer) can be contacted on 0300 123 1650 (option 3) or by email on LADO@surreycc.gov.uk. Lado can also be contacted in the event that a staff member feels that their concern has not been taken seriously or appropriate actions/steps taken.
- The flow chart showing the LADO contact pathway can be found on the noticeboard in the entrance hall.

Keep accurate records:

- Worrying change in a child's behaviour, physical condition or appearance will be assessed and observations documented and recorded accurately by the Child's key worker. Discussions will take place with the Manager. A specific and confidential record will be set up, in addition to the usual on going records of children's progress and development;
- The record will include documentation of:
 - Child's name, address and age.
 - Date and time of the observation or the disclosure observation, describing factually and objectively assessment made of the child's behaviour/appearance, without comment or interpretation.
 - Where possible and if relevant the exact words spoken by the child
 - Actions taken
 - Name of person to whom the concern was reported, with date and time.
 - Names of any other person present at the time.
- These records will be signed and dated and kept in the "Safeguarding Children's File.
- This is kept securely and confidentially.
- Such records will be accessible only to the Pre-School Manager, Chair of the Committee, the child's key worker, members of staff and other agencies as appropriate (i.e C-SPA).
- NB In some cases this may mean the Police or another agency identified by C-SPA.

Support families where there is concern that the child is in need and or in need of protection:

- Tandridge Village Pre-School will endeavour to build up trusting and supporting relationships between families and staff volunteers in the group.
- Where abuse at home is suspected, the Pre-School will continue to welcome the child and family while assessments or investigations proceed;
- Where the parent is the likely abuser the investigating officers will inform the parents;
- Records kept on a child will be shared with the parents;
- With the proviso that the welfare of the child is paramount the Pre-School will support and work with the child's family.

Whistleblowing:

- The Public Interest Disclosure Act 1998 protects workers who 'blow the whistle' about wrongdoing. It applies where a worker has a reasonable belief that their disclosure tends to show one or more of the following offences or breaches:
 - A criminal offence
 - The breach of legal obligation



- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment; or
- Deliberate covering up of information tending to show any of the above.

- Tandridge Village Pre-School strongly supports measures which protect whistle blowers from any form of victimisation. Tandridge Village Pre-School has a procedure to ensure that concerns are dealt with effectively and efficiently and will do all that they can to preserve the confidentiality of workers who raise such concerns.
- Staff who genuinely believe that people they work with are behaving in a way that seems wrong or have a serious concern about an aspect of service will be doing their duty and acting in the public interest by speaking out.
- Tandridge Village Pre-School accepts that deciding to report a concern can be very difficult and uncomfortable. If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

In the event of a disqualification of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider must not continue as an Early Years Provider – nor be directly concerned in the management of such provision. Where an employer becomes aware of relevant information which may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children. In the event of disqualification of a person employed in Early Years provision, the provider must not continue to employ that person.

- Staff will inform the Manager/DSL and/or Deputy DSL of any concerns or go directly to LADO on 0300 123 1650 (option 3) or by email on LADO@surreycc.gov.uk

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This policy will be reviewed: Autumn 2025

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: