



Meadow Drive, Horringer, Suffolk, IP29 5SB  
Tel: 01284 735181  
E: [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)  
Charity: 1164658



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## **Child Protection and Safeguarding Policy**

“Safeguarding, everyone in Horringer Preschool is responsible to protect children and support their families”

At Horringer Pre-school the welfare of **all** children in our care is paramount. We are committed to providing a rich, well managed environment where staff can **protect** and **support** children to be safe and **prevent** them from harm.

The designated Child Protection Officer is **Sarah Blackham** and in her absence the deputy is **Ioanna Markou**. It is their responsibility to keep all parties up to date and informed on Safeguarding legislation and procedures, and to liaise with local statutory children’s services as appropriate.

With adult support, children will be encouraged to develop a sense of autonomy and independence allowing them to make choices and express themselves in acceptable ways. This will enable children to build on their self-esteem, knowledge and vocabulary to resist inappropriate approaches.

While implementing this policy we respect and support all families regardless of background, culture and ability. This policy sets out clear systems and procedures to be followed should any concerns be raised concerning the safety and welfare of any child in our care.

Within Horringer Pre-school there is a clear approach to implementing the Prevent Duty and keeping children and learners safe from the dangers of radicalisation and extremism. Staff access training to learn how to identify key signs and the support available to them. Key information regarding British Values is accessible within the setting.

### **Staffing – employment and deployment**

- It will be made clear to applications 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, both voluntary and paid, will be interviewed and references will be supplied and followed up.



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- All appointments, paid and voluntary will be subject to probationary period and confirmed only when the Pre-school is confident, they can be safely entrusted with the care of the children.
- New staff members are made aware of policies and procedures as part of their induction.
- Staff are required to have a DBS check from the Disclosure and Barring Service and notify authorities immediately of any change.
- New members of staff, who are not yet in receipt of a DBS check, parent helpers and students must ask a trained member of staff to attend to children's personal needs.
- Doors are left open whilst adults are attending to children's personal needs.
- All members of staff will undertake relevant training in Safeguarding Children, this must be updated every two to three years and their knowledge and skills should be refreshed at least annually via newsletters or bulletins. The training will ensure staff respond appropriately to: significant changes in children's behaviour; deterioration in their general well-being; unexplained bruising, marks or signs of possible abuse or neglect; the comments children make that may give cause for concern; and are fully aware of procedures they need to follow. Staff are also aware that there may be additional barriers that exist when recognising the signs of abuse and neglect of children who have special educational needs and/or disabilities.
- Current and relevant reading, sourced from the Local Safeguarding Children's Board by the manager is given out to staff annually on the Prevent Duty, encompassing Radicalisation and Extremism and Female Genital Mutilation. This enables staff to fully understand risks and signs that may arise with children in their care and the up-to-date setting procedures.
- Adults will not be left alone for long periods with individual children or small groups.
- The layout of the provision, both inside and outside will provide for the needs and allow for constant supervision of all children.



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- **Mobile phones and cameras:**

Staff, volunteers, visitors and parents sign in their phones and electronic devices on the sheet supplied and situated near the phone in the kitchen, phones and devices are not kept on their person. Please see our Mobile Phone and Camera policy for more details.

### **Allegations against Members of Staff**

- All allegations of abuse are taken very seriously. If a parent, member of public or colleague has any concerns about a member of the Pre-school staff or committee they must report it, if appropriate, to the designated Child Protection Team details located on the information board or situated on the inside of the toilet door for privacy. Staff can access all policies online should they wish to do this when not in the setting.
- On occasion we may seek guidance from a relevant professional at the Suffolk County Council's childcare Support and Development Team, our insurers or the PreSchool Learning Alliance. There is a duty for professionals, including our setting, to refer any Safeguarding concerns they have to the MASH team or Customer First, the Local Designated Officer for safeguarding and to inform Ofsted, regardless of whether the complainant wishes to take the matter further.
- We follow the guidelines laid down by the Suffolk safeguarding Children's Board when we respond to any allegation made against a member of staff or a volunteer that a child has been abused.
- We respond to any disclosure by our children, staff members or volunteers by accurately recording what they say without questioning/asking leading questions and without interviewing the staff member or volunteer as we understand that this may jeopardise any future proceedings.
- We refer such complaint, whatever this may be, immediately to CUSTOMER FIRST by telephone (details on the parent information board and on the window in the lobby). We will GIVE DETAILS OF THE CHILD, we then contact the LOCAL AREA DESIGNATED OFFICER FOR SAFEGUARDING (0300 123 2044, or email [LADO@suffolk.gov.uk](mailto:LADO@suffolk.gov.uk)



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INFORM OFSTED of the procedures followed as we understand that is an offence not to do this.

- We cooperate with any investigation carried out by the Local Designated officer for safeguarding in conjunction with the police.
- Where management committee and the Local Area Designated Officer for safeguarding deem it is appropriate, a staff member or volunteer will be suspended on full pay, for the duration of the investigation by the Chairperson/Manager. This is not an indication of an admission of guilt but is in place to protect the member of staff, volunteer, children and their families throughout the process.

### **E-Safety**

- Horringer Pre-School recognises that social media, professional networking sites, blog sites, and personal web sites are all useful technologies and are now part of everyday life. Strict guidelines are put in place for staff to adhere to.
- Children are permitted access to tablets and suitable age-appropriate websites under staff supervision. This enables the children to develop an understanding of how to keep themselves safe online and that information can be retrieved online to further enhance their development.  
Please see our Social Networking Policy, Selecting Toys and Equipment and Acceptable use of ICT Policy.

### **Disciplinary Action**

- Should a staff member or volunteer be dismissed from our setting due to gross misconduct relating to a child we will notify the Disclosure and Barring Service administrators so that their name may be included on the DBS Barred List.

### **Record keeping**

- If we have any concerns for any child within our care a specific and confidential record will be set up.
- These records and observations will be kept separate from the child's on-going records of progress and development and will be kept in a locked cabinet.
- Observations will not delay a referral, if we feel it is appropriate.



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- The records will only be accessible to appropriate people, for example, lead practitioner and key worker.
- The record will include name, address, age of child, time and date of observation and signature of the recorder. All observations will be objective describing circumstances without comment or interpretation. In case of disclosure, the exact words spoken should be recorded as accurately as possible.

### **Liaising with other professionals**

- The Pre-school operates in accordance with the local authority guidelines. If the Preschool has concerns about a child, we will contact relevant local authorities with our concerns and may be required to share any records with them.
- If a report on a child is to be made to the local authorities, the child's parents/carers will be informed **ONLY** if we feel it is not detrimental to the child's well-being.
- The group will maintain contact with the registering authority including names, addresses and telephone numbers of individual professionals, to ensure that it would be easy, in an emergency, for the Pre-school and relevant bodies to work together.
- Details of local authorities including Social Services, NSPCC, OFSTED are kept on the Parents' notice board to the right of the toilet entrance at Pre-school.

### **Supporting Families**

- The Pre-school will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in this group.
- Where abuse at home is suspected, the Pre-school will continue to welcome the child and family while investigations proceed.
- Confidential records kept on a child will be made available for the child's parents.
- With the provision that the care and safety of the child must always be paramount, the Pre-school will do all in its power to support and work with the child's family.
- All allegations of abuse are taken very seriously. If a parent has concerns about a member of staff, they should speak to the Designated Child Protection Officer or deputy.



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### Numbers you may find useful:

- Suffolk baby bank
- <https://www.facebook.com/Suffolkbabybank/>

-Gatehouse Food bank – Bury St. Edmunds

**Tel:** 01284 754967 **Email:** [info@gatehouse.org.uk](mailto:info@gatehouse.org.uk)

-[Home Start in Suffolk](#) is ready to support families through their toughest times.  
Phone 01473 621104 email: [headoffice@homestartinsuffolk.org](mailto:headoffice@homestartinsuffolk.org)

-Families Together Suffolk: Offering support to families across Suffolk with 121 family support, group work and early intervention. For more details visit: [Families Together Suffolk](#)

### Recruitment

The manager and nominated person attend recruitment training, a recruitment checklist is filled in by the manager to ensure there are no gaps in the process, therefore safeguarding the setting and its families.

### Good Practice

This Pre-school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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**Contact Details for the Safeguarding officers**

Sarah Blackham

Email: [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)

Tel: 01284 735181

**Committee Safeguarding Officer**

Ioanna Markou

Email: [ipmarkou14@gmail.com](mailto:ipmarkou14@gmail.com)

Tel: 07442420879

Agreed by Trustees on: 5<sup>th</sup> September 2023

*R Walker*

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Ruth Walker  
Administrator and Trustee

*C Roberts*

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Carolynne Roberts  
Chairperson and Trustee