



Noah's Ark Safeguarding Policy

1. All staff must abide by the guidelines given by Crabtree Church for youth and children's work.
2. All staff must obtain an Enhanced Disclosure form from the Criminal Records Bureau.

Statutory Duty

Noah's Ark Playschool, Crabtree Church, Crabtree Lane, has a statutory duty, under the 1989 Children's Act to safeguard and promote the welfare of children. We comply with the procedures approved by the Area Child Protection Committee. It is this group's policy to contact the relevant department i.e. Children, Schools and Families, if there are concerns about a child's welfare. The child's confidentiality will be respected.

Exclude known abusers

It will be made clear to applicants for posts within Noah's Ark that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1074.

All applicants for work within the playgroup whether voluntary or paid will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought. All appointments both paid and voluntary will be subject to a probationary period and will not be confirmed unless Noah's Ark leaders are confident that the applicant can be safely entrusted with children.

For the protection of Noah's Ark staff the following guidelines have been agreed:

- a) Always tell the Supervisor (another leader) you are taking a child to the toilet.
- b) Keep the doors open when supervising a child going to the toilet
- c) Encourage, but never assist a child to wipe themselves.
- d) Change a child in the toilet area with the doors open. Changing a child's pants should be done quietly and discreetly where other adults are around

- e) Never insist that a child who is wet gets changed or replaces clothes s/he has taken off. To do so will involve you manhandling that child or causing stress/tantrum, this could be misconstrued.
- f) If a child soils himself or his clothes badly and is willing to be helped and is not unduly upset **tell a colleague that you are changing a child's nappy.** Otherwise you must leave them and ring the parent/carer and ask them to come in.
- g) 2 staff to be present when checking a child's body for injury, therefore having to remove some clothes
- h) **ONLY STAFF WHO HAVE OBTAINED AN ENHANCED DISCLOSURE CAN TAKE A CHILD TO THE TOILET.**

GUIDELINES FOR PARENTS AND VOLUNTEER HELPERS

- Please do not take any child to the toilet other than your own. If another child enters the toilet area, please alert a member of staff
- Please keep any personal bags/coats in the coat lobby
- Please do not keep your mobile phone with you. If required in the room, please place it in the kitchen by the telephone. Should you need to make a personal call, please do so in the kitchen

Accident Book

This needs to be signed by leaders and parents in ink should an accident occur. "If it's worth mentioning to the parent, then it should be recorded."

The accident book should also be used to record a child who arrives at playschool with an injury. This ensures that the parent is aware that it was not caused whilst at Playschool.

First Aid

Staff are encouraged to hold First Aid Certificates. For most situations only cotton wool and water may be used. Parents' permission is needed for the use of plasters (some children may be allergic). Parents' specific permission is needed when using ointment for bee or nettle stings. The Accident Book must be signed.

A situation may occur when it may be necessary to administer adrenalin via epi-pen to a child experiencing an anaphylactic attack due to a severe allergic reaction. This injection is only given with prior permission from the parents should such an emergency arise.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms-physical, emotional and sexual as well as neglect.

- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour or their play.
- Where such evidence is apparent, the child's key worker makes a dated record of the details of the concern and discusses what to do with the leader who is acting as the 'designated person'. The information is stored securely.
- The team will take great care not to influence the outcome either through the way they speak to children or by asking questions of children.

Allegations against staff

- We ensure that all parents know about staff or volunteer action within Noah's Ark, our volunteer and student policy is available.
- We follow the guidance of the Area Safeguarding Committee when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Children's, Schools and Families dept - telephone number at the end
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- Our policy is to suspend the member of staff on full pay for the duration of the investigation: this is to protect the staff as well as children and families throughout the process.

Disciplinary action

- Where a member of staff or a volunteer is dismissed from Noah's Ark or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults

Training

- We seek out training opportunities for all adults involved in Noah's Ark to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.

Curriculum

- We introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children. So that they may grow to be 'strong, resilient, and listened to' and so that they develop understanding of why and how to keep safe.
- We create within Noah's Ark a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child;
- Listens to the child; and
- Gives reassurance that she or he will take action but never give false promises

Recording suspicions of abuse and disclosures: Staff make a record of:

- The child's name
- The child's address
- The age of the child
- The date and time of the observation or the disclosure
- An objective record of the observation or disclosure
- The exact words spoken by the child as far as possible
- The name of the person to whom the concern was reported, with date and time: and
- The names of any other person present at the time.

These records are signed and dated and kept in the locked filing cabinet.

All members of the Noah's Ark team know the procedures for recording and reporting.

Informing parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local Area Safeguarding Children Committee does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform the parents.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Area Safeguarding Children Committee.

Support to families

- Noah's Ark believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- Noah's Ark makes clear to all parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.
- Noah's Ark continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Safeguarding plan as set out by Children's, Schools and Families in relation to Noah's Ark designated role and tasks in supporting the child and family.
- Should a child come into Noah's Ark with a visible injury, staff will enquire of the incident surrounding it. Both the injury and the explanation will be recorded in the accident book. This ensures the parent is aware the injury did not occur at Noah's Ark during the morning. This is dated, signed by the parent/ carer and a member of staff. The child will be monitored for further injuries
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Area Safeguarding Children's Committee.

Parent protection

To avoid any misunderstanding or accusations, parents/carers should only play with the children in full view of staff and other adults. If a child is extra friendly or affectionate it would be wise to encourage that child to join in another activity with different children and adults. No parent/carers should take children to the toilet unless the child is their own.

TIME FOR ACTION

As we have a legal obligation to respond to any child abuse, the Supervisor for the session would inform Children's, Schools and Families immediately.

Telephone: Children, Schools and Families-0300 123 4044

If allegation is made against a member of staff, contact the local authority designated officer (LADO) 01992 556936 or 01992 556935

A concise version of this policy has been placed in the parent's policy file in the cloakroom.

Our main person to contact with any issues is Wanda Dobson, Crabtree Church via Nicole Hodge

**Our designated person for Child Protection is:-
Nicole Hodge and Sarah McNeill**

**Reviewed and update by Nicole Hodge September 2012
Noah's Ark Play School operates within the overall control of Crabtree Church-this policy is in line with the full Church policy on Child protection.**