

# Collaton St Mary Community Playgroup

The Parish Rooms, Blagdon Road, Collaton St Mary, Paignton TQ3 3YA

## Child Safe Guarding Policy

### Designated Persons:

**Staff**                      **Julia Yarrell**

**Committee**              **Tara Berlyn**

### **Both Julia and Tara Have attended appropriate Child Protection Training**

Collaton St Mary Playgroup fully recognises its responsibilities for child protection.

Our policy applies to all staff, trainees and volunteers working in the Playgroup. There are five main elements to our policy:

1. Ensuring we practice safe recruitment in checking the suitability of staff, trainees and volunteers to work with children.
2. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
3. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
4. Supporting children who have been abused in accordance with his/her agreed child protection plan.
5. Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, Playgroup staff are well placed to observe the outward signs of abuse. The Playgroup will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the Playgroup whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the local safeguarding board and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated staff member for child protection who has received appropriate training and support for this role.
- Ensure every member of staff, trainee and volunteer knows the name of the designated staff member responsible for child protection and their role.
- Ensure all staff, trainees and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated staff member responsible for child protection.

- Ensure that parents have an understanding of the responsibility placed on the Playgroup and staff for child protection by setting out its obligations in the Playgroup prospectus.
- Notify social services if there is an unexplained absence of more than two days of a child who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff, trainee or volunteer.
- Ensure safe recruitment practices are always followed.

We also follow the guidelines from 'The what to do if you are warned a child is being abused' booklet.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The Playgroup may be the only stable, secure and predictable element in the lives of children at risk. When at playgroup their behaviour may be challenging and defiant or they may be withdrawn. The Playgroup will endeavor to support the child through:

- The content of the curriculum.
- The Playgroup ethos which promotes a positive, supportive and secure environment and gives children a sense of being valued.
- The Playgroup behaviour policy which is aimed at supporting vulnerable children in the school. The Playgroup will ensure that the child knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the child such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a child on the child protection register leaves, their information is transferred to the new setting immediately and that the child's social worker is informed.

This procedure was adopted by the committee at a Playgroup meeting.

Date ..... Signed

Review Date

Our Child Protection policy will be reviewed in November 2011