RUNNYMEDE PRE-SCHOOL

CHILD PROTECTION AND SAFEGUARDING – GUIDANCE FOR PARENTS

Safeguarding is everyone’s responsibility and therefore all staff here at Runnymede pre-school will:

• Take all necessary steps to keep children safe and well

• Promote good physical and mental health

• Manage behaviour

• Be alert to any issues for concern in the child’s life at home or elsewhere

• Meet the requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS 2023)

• Follow the policies and procedures of the setting and notify the relevant person or agency without delay if concerns arise

• Keep appropriate records in line with GDPR regulations.

**In addition**

• Early years settings have a duty to comply with the safeguarding and welfare requirements of the early years framework and we must take all necessary steps to safeguard and promote the welfare of young children. We have and implement policies and procedures to safeguard children, in line with guidance from Essex safeguarding team and ESCB

• We follow procedures and know the action to be taken in the event of an allegation against a member of staff

• We have policies and procedures for the use of mobile phones and devices with cameras

• We have Procedures to safeguard children during personal care routines and protect staff from allegations

• We have Procedures which allow staff to challenge policies and procedures if they feel that they are not working.

• We have guidance which supports staff to communicate any concerns directly to an outside agency if they feel they cannot report concerns to their line manager

• We have procedures for storing confidential records

• We make these policies and procedures available to parents and carers

• We ensure that there is an effective safer recruitment policy and that procedures are in place which are followed when appointing new staff/volunteers

• We ensure that all staff have up to date knowledge of safeguarding issues. Training which enables staff to identify signs of possible abuse and neglect in a timely way and respond appropriately. Training is updated regularly and forms part of regular supervision and staff meetings. All staff are required to understand the setting’s safeguarding policies and procedures

**To ensure we can effectively safeguard our children:**

 · We will seek appropriate permissions for the use of photographs, outings and administration of medicines

· We have emergency evacuation procedures in place

· Our Staff are First Aid trained to administer first aid treatment and medicines required.

· If staff have any concerns regarding changes in your child’s behaviour we will discuss these with you in confidence. Likewise, if you are experiencing any differences at home, please talk to us about these so we can monitor your child and try to identify a solution. This is in the interests of your child’s wellbeing.

· Staff are aware of their duty to ensure their conduct both at work and outside work does not compromise their ability to fulfil their roles and responsibilities, or ‘cloud’ their professional judgement.

· We must safeguard ourselves and help to maintain a safe working environment. It is vital that in order to build and maintain safe boundaries relationships, and reduce the risk of conflict, accountability or performance issues, that there are professional boundaries in place.

· We keep records of any existing injuries not sustained at pre-school and will ask for details of how it occurred.

· Accidents and incidents at pre-school are also recorded and you will be asked to sign the form.

· We will not release a child into the care of anyone whom we deem to be under the influence of alcohol or drugs.

· We will not release a child into the care of someone who is behaving aggressively or in state that could affect the child’s welfare and risk their safety.

**What we ask of you to help us safeguard children:**

· Please come and talk to us if you are experiencing any difficulties. We will do what we can to help, and we can support you with a referral to Early Help if necessary so we can source the support you require. All information is confidential. Please speak to your child’s key worker or the Manager Catherine who is also the designated safeguarding lead.

· Please DO NOT use your mobile phone when on the nursery premises

· Please inform us of any existing injuries your child has, or any accidents at home. We record these details to safeguard ourselves, and ask you to sign an existing injuries form. If staff notice any signs of an injury we will ask you for details, and record on an existing injuries form.

Please report any absences to us on the day, you can either call the setting on 01268799101 on send us a message via Tapestry.

· Let us know if someone other than the usual person is collecting your child. If they are not known to nursery staff we will ask for a password. If we are not notified in advance that someone new is collecting, we will not let that person take your child, and you will be called immediately. · Ensure you inform us if there is any person who is NOT permitted to collect your child

· Let us know of any change in family circumstances –particularly those living at home with your child.

· Inform us if your family is receiving any form of Early Help support or social services intervention so we can discuss our role and how we can support.

· Please ensure you keep us up to date with personal details such as changes to phone numbers, address, emergency contacts, health and dietary requirements.

· Please be aware of your conduct when on pre-school premises. If you wish to have a private conversation this can be arranged with a member of staff/Manager. We will not tolerate aggressive or inappropriate behaviour or language, especially when children or other parents are present. All grievances to be dealt with calmy and in private.

**What to do if you have concerns:**

· If you have any concerns regarding another child or a member of staff, please inform the pre-school manager. We will follow our procedure for reporting such concerns. Alternatively, you can call OFSTED on 0300 1234666

**Please be aware it is pre-school policy that staff:**

· Disclose if they are already friends, in a relationship with or are related to a parent when a child starts. It is important both parties understand that personal and nursery life is separate. Any communication regarding preschool must be exchanged through the official channels and not through the staff member. Staff must not disclose or discuss any confidential information outside of the workplace. We would ensure the staff member is not a keyworker for that child where there is a personal familiarity with the family. Personal relationships must not compromise professional roles and responsibilities

· Maintain confidentiality of the setting at all times and ensure there are no breaches of procedures or code of conduct that compromises their professionalism, the welfare or safety of themselves, their colleagues, and the children we care for. Our procedures are in place to protect ourselves, each other and our pre-school.

· We request parents/carers remain understanding and respectful of the professional boundaries we must maintain, and the policies we have in place to ensure this.