**Safeguarding of children procedure**

The safety of the children attending spire pre-school is of paramount importance. This statement is issued in addition to the pre-school policy covering child protection.

The following procedures are in place to safeguard children from abuse or neglect whilst in our care

**1.** All staff and regular helpers are registered with OFSTED and enhanced criminal records disclosure is undertaken.

**2.** There is high ratio of adults to children at every session.

**3.** Children are not left alone with volunteers or helpers.

**4.** Children are supervised at all times by at least two adults - one of whom must be a qualified member of staff.

**5.** If children need assistance with toileting the toilet doors are left open and staff makes another staff member aware of what is happening.

**6.** Children must be encouraged to be independent and their bottoms must only be wiped in extreme circumstances. Where a child is in difficulty another member of staff must be present and the parent should be advised of our actions.

**7.** If children need a change of clothing, particularly underclothes, this is performed in the view of other staff, whilst maintaining children privacy and limiting embarrassment.

**8.** Adults are discouraged from showing favouritism and spending too long with one child.

**9.** Adults respect children's privacy and personal space. They should not touch pr pick up a child who does not wish adult contact.

**10.** Adults should not ask children to keep secrets.

**11.** When managing children's challenging behaviour, adults should never handle a child roughly.

**12.** Adults should not shout at children aggressively or use sarcasm.

**13.** A record will be kept of any accidents or injuries sustained at the group.

**14.** Any injuries noticed by the staff when the children arrive or during the course of the session, which have not occurred at the group, will be recorded and discussed with the child's parent/carer except where guidance of the East Sussex Local Safeguarding Children Board 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 parents.

**15.** Any change in children's behaviour will be recorded and discussed with the child's parent/carer.

**16.** If adults suspect that any child may be suffering from abuse or neglect, the pre-school manager must be informed and our concerns will be reported to the East Sussex Local Safeguarding Children Board and OFSTED.

In the event of any allegation against staff of abuse or neglect the Pre-School will act as follows

1. All allegations will be taken seriously and investigated promptly.

2. The allegation will be reported to the:

**Tele No. 01323 464222/0-19**

**SPOA@eastsussex.gov.uk**

**Contact Wealden Jackie Lane**

**If we have concerns about a child/family, but aren't sure if it's enough to refer to SPOA (Single point of advice), we should contact the local children's centre to check if they are on the children's index**

The complaints investigations and enforcement team at OFSTED will also be contacted.

The Pre-School may also raise concerns with the **NSPCC Child protection Helpline** - 0808 800 5000

Lead Persons For Safeguarding - **Brigitte Friston**

**Lucy Saunders**

3. A record of allegation will be made, together with statements from adults.

4. Staff may seek legal advice, either independently or through a professional association.

5. Staff may seek support from the Pre-School learning alliance and their legal associate.

6. Depending on the nature of the allegation, staff or helpers are likely to be suspended until the matter is resolved.

7. The preschool will liaise with and follow the advice of the East Sussex Local Safeguarding children board and OFSTED