



Ladybirds Newsletter
Term 2 Week 5 – w/c 28th November 2016

Our topic this term... 'Christmas time!'

Last week we had a visit from KidsLoveFit and the children had great fun joining in with dancing and exercise. A big thank you to the lady who came and ran the session.

This week we are making Christmas star decorations to add to our folders. The wall display now has Santa down the chimney and is looking very festive! The Christmas tree is up and looking fabulous in St Thomas Church. Well done children for all your creations and thoughtful wishes for your families. We will visit the festival on Wednesday and hope everyone has a lovely time.

Ladybirds Blog: To see photos and information about what the children have been doing at Ladybirds, please view our Ladybirds Blog – <http://www.ladybirdspreschool.com/blog>

Labelling clothes: Please check that items of clothing are named, including hats, gloves and scarves. This saves lots of detective work from staff and ensures we avoid confusion! Thank you.

Policy of the Week: We would like to involve parents and guardians in the reviewing of our policies and procedures. These policies are extremely important as they advise and instruct on how our Pre-school should be run. Please take a few minutes to read our 'Policy of the Week' and give us any thoughts or feedback. Your views are important and if you feel our policies don't reflect what we do at Ladybirds, please do bring it to our attention. This week's policy is '**Safeguarding children and child protection**' and is at the bottom of the newsletter.

Christmas Post box: Our Ladybirds Christmas post box is now located in the foyer. Children are encouraged to try out their mark making skills on their cards to each other as this is great practice for literacy skills (although we appreciate it can also be a test of parent's patience with so much to do at this time of year!). Please only post cards to children or staff at Ladybirds!

Christmas Nativity and Bazaar – Monday 12th December:

Thank you for all the raffle donations. We would be grateful for more, small or large, so that we can make our event even more successful. Lucky dip prizes would also be gratefully received.

If you can help in the following ways to make our Christmas Bazaar fun and successful, then please let us know:

- **Can you donate any lucky dip prizes?**
- **Are you able to make cakes or biscuits for our cake stall?**
- **Do you have any raffle prizes you could donate?**
- **Can you buy lots of raffle tickets?**
- **Can you help man a stall on the day, if needed?**
- **Can you bring lots of your friends and family on the day, to support Ladybirds?**

Dates for your diary! – Don't forget to bring your reply slips back in.

Please make a note of the following events next term:

Date	Event	Additional Information
Wednesday 30 th November – morning session	St Thomas Church – Christmas Tree Festival	All children welcome to come with us but parents will need to accompany them if this is not their usual session. We will travel by coach to St Thomas and request a donation of £3 towards the cost of hire.
Monday 12 th December – 10am – 12pm	Ladybirds Nativity and Christmas Bazaar	All children and their families are invited to attend this event. We rely on lots of parental support to make this a fun and successful morning. Let us know if you can help in any way; baking, crafting, donating to our raffle, helping on a stall or any other way you can think of. Speak to staff for more details.
Friday 16 th December – morning session	Christmas Party!	We will finish the year off with a party for the children, during the morning session. We are arranging some entertainment, followed by party food and games. All Ladybirds children are invited to attend our party. A food donation list will be available nearer the event. We would appreciate some parent/carers to stay and help on the morning, which is really good fun for the adults as well!

Thank you, From the Ladybirds team

1.2 Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy.

Key commitment 1

The Alliance is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staff and volunteers

Designated Safeguarding Lead – role and responsibility

The role of the DSL is to act as first point of contact for any safeguarding or welfare concerns. Their responsibility is to report all cases of suspected abuse to the local authority's Designated Officer for Allegations.

Our Designated Safeguarding Lead (a member of staff) who co-ordinates child protection issues is:
Barbara Defeo

Deputy Designated Safeguarding Lead – role and responsibility

The role of the Deputy DSL is to act as point of contact, in the absence of the DSL, for any safeguarding or welfare concerns. In the absence of the DSL, their responsibility is to report all cases of suspected abuse to the local authority's Designated Officer for Allegations.

Our Deputy Designated Safeguarding Lead person (a member of staff) is: Kara Huntingdon

Committee Designated Safeguarding Lead – role and responsibility

The role of the Committee Designated Safeguarding Lead is to act as point of contact for child protection allegations against members of staff. Their responsibility is to report all allegations of suspected abuse to the local authority's Designated Officer for Allegations.

Our named committee member responsible for safeguarding is: Jo Osgood

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- We ensure staff are trained to recognise the importance of providing early help to promote the welfare of children. Our staff understand the process for identifying children and families who would benefit from early help and we refer to the guidance in 'Working together to safeguard children' (March 2015).
- All staff have an up-to-date knowledge of safeguarding issues.
- We provide adequate and appropriate staffing resources to meet the needs of children.

- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.
- Where applications are rejected because of obtaining information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number
 - the date the disclosure was obtained; and
 - the details of who obtained it.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

Key commitment 2

The Alliance is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2006).

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:
 - significant changes in their behaviour;
 - deterioration in their general well-being;

- their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play;
 - unexplained bruising, marks or signs of possible abuse or neglect; and
 - any reason to suspect neglect or abuse outside the setting.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
 - We are aware of other factors that affect children's vulnerability such as abuse of disabled children, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected children and young people using our provision.
 - At Ladybirds Pre-school we believe that all our pupils should be kept safe from harm. Female Genital Mutilation affects girls particularly from north African countries, including Egypt, Sudan, Somalia and Sierra Leone. Although our Pre-school has no children from these backgrounds and we consider girls in our Pre-school safe from FGM, we will continue to review our policy annually.
 - We also make ourselves aware that some children and young people are affected by bullying, including online or cyber bullying, radicalisation, or by gang activity or youth violence, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
 - Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.
 - Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.
 - We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
 - We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
 - We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child;
 - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the 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 child's personal file, which is kept securely and confidentially.
- The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

Making a referral to the local authority social care team

- The Pre-school Learning Alliance's publication *Safeguarding Children* contains procedures for making a referral to the local children's social care team, as well as a template form for recording concerns and making a referral. This is based on 'What to do if you are worried a child is being abused'(HMG 2006).
- We keep a copy of this document alongside procedures set down by our Local Safeguarding Children Board, which we follow where local procedures differ from those of the Pre-school Learning Alliance.

Informing parents

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events unless we feel this may put the child in greater danger.
- We inform parents where we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- We have the current version of 'What to do if you're worried a child is being abused' for parents and staff and ensure that all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.

- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff. (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, 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 local authority's Designated Officer for Allegations to investigate:
Designated Officer – 01225 718079 or 01225 713945.

We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

Disciplinary action

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) of relevant information, so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with these groups.

Key commitment 3

The Alliance is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Curriculum

- We introduce key elements of keeping children safe 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 that they develop an understanding of why and how to keep safe.
- We create within the setting 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.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

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 Local Safeguarding Children Board.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- 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 Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Statutory Framework for the Early Years Foundation Stage (Sept 2014)
- Disqualification under the Childcare Act 2006 (published Feb 2015)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

Further Guidance

- Working Together to Safeguard Children (March 2015)
- What to do if you are Worried a Child is Being Abused (March 2015)
- WSCB Escalation Policy (Oct 2014)
- WSCB What to do if you're worried a child is being abused flowchart (May 2015)
- WSCB Policy for Managing Allegations Against Staff and Volunteers and flowchart
- WSCB Social Networking Policy (May 2015)
- WSCB website
- Revised Multi-Agency Thresholds for Safeguarding Children and flowchart (Dec 2014)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008)(HMG 2006)
- Independent Safeguarding Authority: www.isa.homeoffice.gov.uk

Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2010)

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee

Name of signatory _____

Role of signatory (e.g. chair/owner) _____