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Maidenbower Pre-School Playgroup

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Procedures for checking the identity of visitors.

If a visitor is unknown to the setting their credentials will be checked before allowing them into the setting. We ensure any visitors and prospective parents are supervised throughout their visit. We record the visitor's name, reason for visit, contact telephone number, time and date in our visitor's book. The main door will be kept locked. Parents will be required to complete the Collection Book should someone else other than themselves be picking up their child. Children will only be dismissed into care of authorised adults only with parental consent (over 16 years).

E Learning

Children only have internet access under adult supervision specifically for their level and for learning and educational purposes. We provide a flyer on how to support internet safety within their registration pack. Please see **ONLINE SAFETY POLICY** that covers cameras, phones and social media.

Staff Development

Supervisions

Supervisions is the regular discussion/meeting between a supervisor and their practitioners in which

- to check progress and to prioritise individual tasks;
- to provide and seek guidance and support;
- to identify areas of work that need improving.

This is where any safeguarding issues can be discussed and any concerns about parents/carers, staff and volunteers can be raised in a safe environment.

Appraisals

Appraisal is a more formal process involving the setting and reviewing of a practitioner's performance over a period of time. Re-evaluating set objectives, job description, recognising their strengths and identifying areas for improvement and identifying how training needs will be met.

Integrated Front Door (IFD) Tel: 01403 229900

Legal Framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)

This policy was adopted by _____ *(name of provider)*
On _____ *(date)*
Date to be reviewed _____ *(date)*
Signed on behalf of the provider _____
Name of signatory _____
Role of signatory (e.g. chair, director or owner) _____