



**Maidenbower
Pre-School
Playgroup**

Safeguarding Children Policy

Lead Person Responsible: Janet Noad

Secondary Lead Person Responsible: Cheryl Gouldstone

Safeguarding Children

The legal framework for this policy:

- **Children Act (1989/2004/2006)**
- **Children and Families Bill (2013)**
- **Working together to Safeguard Children (2006)**
- **Safeguarding Vulnerable Groups Act (2006)**
- **Counter-Terrorism and Security Act (2015)**

Staff working in the playgroup has a duty of care towards the children attending and this duty brings with it the responsibility to ensure all efforts are made to safeguard children from suspected and actual harm. Children attending the playgroup have a right to feel safe and staff, in partnership with parents/carers, has a responsibility to act on any concerns they may have regarding a child's welfare and wellbeing.

At Maidenbower Pre-School Playgroup, we comply with all the legal requirements set out in the 'Statutory Framework for the Early Years Foundation Stage' April 2017. We work in line with the guidance and procedures of the Local Safeguarding Children Board and the Government's statutory guidance 'Working Together to Safeguard children' which can be seen here: [https://www.gov.uk/.../Working Together to Safeguard Children.pdf](https://www.gov.uk/.../Working-Together-to-Safeguard-Children.pdf) and the Department for Education for The Prevent Duty June (2015).

We seek to share information about children in an appropriate manner whilst continuing to maintain confidentiality. We follow the guidance 'Good Practice in Information Sharing in the Foundation Years' found here:

[http://www.foundationyears.org.uk/files/2013/11Good Practice Support in Information Sharing.pdf](http://www.foundationyears.org.uk/files/2013/11Good-Practice-Support-in-Information-Sharing.pdf)

- All members of staff are registered with OFSTED and have undergone enhanced DBS checks and suitability checks i.e. references.

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- All Students are supervised at all times (see Student Placement Policy).
 - Written parental permission will be obtained before children are taken on outings.
 - Staff will keep records/observations of all children in the setting this includes detailed written notes on any disclosure of abuse made by a child.
 - Mobile phones are not allowed to be carried by staff in the setting. (see Child Protection Policy and Procedures).
 - Only cameras owned by the playgroup can be used in the setting.
 - On-line learning journals (Tapestry) are accessed by parent/carers agreeing to our guidelines. Staff update their key childrens' journals remotely and are aware of the Data Protection Act 1998.
 - Staff will inform Ofsted without delay or within 14 days at the latest, of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation related to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place.
 - Staff will also notify the Multiple Agency Safeguarding Hub (MASH) and, if appropriate, the police of any allegations as above.
 - All concerns will be kept confidential.
 - We abide by the Protection of Children Act 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 concerns.
 - Children will only have access to the internet under adult supervision. Parents/carers are given a E-Learning flier to support internet safety at home.

The lead practitioner is responsible for liaison with statutory children's services agencies, and with the LSCB. It is their duty to provide support, advice and guidance to other members of staff.

All staff at the playgroup have an up-to-date understanding of safeguarding children issues and, through in-house training, are aware of the contents of this policy and how to respond to:

- Significant changes in children's behavior.
- Deterioration in children's general wellbeing.
- Unexplained bruising, marks or signs of possible abuse or neglect.
- Comments children or adults make which give cause for concern.
- Inappropriate behavior displayed by other members of staff, or any other person working with children e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role or inappropriate sharing of images.

The lead practitioner is available to discuss initial concerns with parents/carers and offer support and assistance. Should a member of staff have concerns about the wellbeing of a child they will inform the lead practitioner who will take the following action:

- Speak to the child's key person
- Speak to Parents/carers

If the lead practitioner still has concerns about the child:

- Contact MASH, Ofsted and if necessary, the police, and take advice.

All members of staff have a responsibility to ensure that appropriate steps are taken.

Where staff suspect sexual abuse has occurred the Lead Officer for Safeguarding Children and the lead practitioner may contact MASH without first speaking to parents or carers. For all other concerns, parents or carers will be consulted immediately.

Cameras and Mobile Phones Data Protection Act 1998

Mobile phones are not allowed to be carried by staff and visitors in the setting. Staff phones will be put away in the designated locked cupboard and visitors' phones will either be put in the designated locked cupboard or left within the kitchen area. If it is necessary for visitors/work people to have their mobile phone to implement their role effectively, then they are to be supervised at all times. Only cameras owned by the playgroup will be used in the setting unless prior permission is made with the lead practitioner. Images taken on the playgroup camera must be downloaded on site as soon as possible, ideally once a week jointly by Tracey and Lorraine who are our designated staff members and Emma our volunteer. These images are then deleted off the camera, but kept on the laptop for

the term. Under no circumstances must cameras of any kind be taken into the toilet area. This policy will be updated in light of new technology becoming available i.e. smart watches.

Outings and Social Networking Sites

This applies to parents, members of staff, students, committee members and volunteers at Maidenbower Pre-School Playgroup (but is not limited to) from posting anything on the following technologies:

- Social networking sites (e.g. Facebook, Bebo, Snap Chat)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken within the playgroup setting or at playgroup special events and outings with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. (This excludes those photographs taken by staff for the children's online learning journal, which are sometimes used for display in the setting, for use on the playgroup's website and in other advertising material if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding the playgroup children, staff or committee (except appropriate use for marketing fund raising events) or that could be construed to have any impact on the playgroup's reputation or that would offend any member of staff, committee or parent.
- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with in line with the Data Protection Act.
- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at playgroup. Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.

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- In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.
 - Staff observe confidentiality and refrain from discussing any issues relating to work
 - Staff should not share information they would not want children, parents or colleagues to view.
 - Staff should report any concerns or breaches to the designated person in their setting. Any member of staff, committee, parent, student or volunteer found to be posting remarks or comments that breach confidentiality, bring playgroup into disrepute or that are deemed to be of a detrimental nature to the playgroup or other employees, or posting/publishing photographs of the playgroup, children or staff, may face disciplinary action in line with the playgroup disciplinary procedures (students will be asked to leave immediately). Any comment deemed to be inappropriate is to be reported to the chairperson and lead practitioner and any action taken will be at their discretion.

General guidelines for using social media:

- Personal security settings should be managed to ensure that information is only available to people you choose to share information with.
- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, honesty and respect.
- Apply a "good judgement" test for every social media post you make.

Note: Maidenbower Pre-school Playgroup committee and staff will use social media to advertise fund raising events throughout the year.

Photographs may be taken during outings, but only for parental/carers use and must not be placed onto any social networking sites.

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 visitors' name, reason for visit, contact telephone number, time and date in our Visitors Book. The main door will be kept locked. Parents will be required to complete the Collection Book should someone other than themselves be picking up their child. Children will be dismissed into the care of authorised adults only with parental consent (over 16 years).

Parents and carers have free access to all information kept on their own child. (Except in exceptional cases where Data Protection Act 1998 stipulates it is against the best interests of the child to do so.)

Essential Contact Details:

MASH: 07595236779

Ofsted: 0300 1231231

Procedure to be followed if an Allegation of Child Abuse is made against a Member of Staff

It is essential that any allegation against a member of staff (the term staff includes all paid and unpaid staff) within the playgroup is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child and at the same time supports the person who is subject to the allegation. All staff should understand what to do if they receive an allegation against another member of staff or they themselves have concerns about the behaviour of another member of staff.

- We ensure that all parents/carers know how to complain about staff or volunteers within the setting, including an allegation of abuse.
- The member of staff needs to be informed of the allegation and given information about possible actions of other agencies.
- Ofsted should be informed as soon as is reasonably practical and in any case within 14 days of the event occurring and advice taken.
- MASH should be informed and advice taken.
- The member of staff may need to be suspended pending further enquiry, on full pay.

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- The member of staff should be supported through the process of investigation.
 - The person making the allegation should be kept informed of progress.
 - All information must be kept confidential.
 - All actions will be in line with the complaints procedure.

These procedures should be applied when there is an allegation or concern that any person who works with children at the playgroup, in connection with his/her employment or voluntary activity, has:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved in a way that indicates he/she is unsuitable to work with children.

These behaviours should be considered within the context of the four categories of abuse namely physical, sexual, neglect and emotional abuse. These include concerns relating to inappropriate relationships between adults and children e.g.

- Having a relationship with a child under 18 if in a position of trust in respect of that child, even if consensual.
- 'Grooming' i.e. meeting a child under 16 with intent to commit a relevant offence.
- Other 'grooming' behavior giving rise to concerns of a broader child protection nature e.g. inappropriate text, email messages or images, gifts, socialising, etc.
- Possession of abusive images of children.

This policy follows the Government Guidance of Safeguarding Children and Safer Recruitment in Education, the Government Guidance Working Together to Safeguard Children, Department for Education, The Prevent Duty and A Guide to Interagency Working to Safeguard and Promote the Welfare of Children. These set out the framework for managing cases of allegations of abuse against people who work with children.

Supporting those involved

The child and the parents/carers of the child/ren: Parents/carers of a child/ren involved will be told about the allegations as soon as possible if they do not already know. The playgroup, together with the Local

Authority Designated Officer (LADO) and/or police, where they are involved if there is a criminal prosecution, should consider the impact on the child concerned and provide support as appropriate. Liaison between the agencies should take place in order to ensure that the child's needs are addressed.

It should be clear to the child and their family who will keep them informed of the progress of the case and told the outcome where there is not a criminal prosecution. That includes the outcome of any disciplinary process. NB – the deliberations of a disciplinary hearing and the information used to reach a decision, cannot normally be disclosed.

The person subject to the allegation or concern: As soon as possible after an allegation has been received, the person subject to the allegation or concern should be advised to contact his/her union or professional association and any other form of support will be considered if appropriate. They should be treated fairly and honestly and helped to understand the concerns raised and the process that will be followed,

The person should be clear on who will update them on the progress of the investigation. This is an ongoing process and should be continued throughout any police or disciplinary investigation. If the person subject to the allegations is suspended, they should also be kept informed of developments at the playgroup.

Confidentiality

Every effort will be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered.

Timescales

It is in everyone's interest for cases to be dealt with expeditiously, fairly and thoroughly and for unnecessary delays to be avoided.

Managing Interim Risk

In all situations the perceived level of risk during an investigation needs to be considered and managed. In certain situations the level may require the member of staff not to be working with specific children or all children until the investigation is completed. Suspension will be considered in any case where there is cause to suspect a child is at risk of significant harm, or the allegation warrants investigation by the police, or it is so serious that it might be grounds for dismissal. However, a person will not be suspended automatically, or without careful thought. The power to suspend is invested in the lead supervisor and the committee. However,

they will consult with LADO who may seek advice with the police and MASH about whether the accused member of staff needs to be suspended from contact with the children.

Initial Consideration of an Allegation or Concern

An allegation against a member of staff may arise from a number of sources e.g. a report from a child, a concern raised by another adult in the playgroup, or a complaint by a parent/carer. When informed of the allegation, the lead supervisor should not investigate the matter or interview the member of staff, child concerned or potential witnesses. The LADO should be informed by the lead supervisor of all allegations of abuse against staff on the same day, even where the police are contacted directly.

The lead supervisor will inform the accused person of the allegation as soon as possible after consulting the LADO and committee. However, where a strategy decision is needed, or where police or MASH need to be involved, the lead supervisor will not do that until those agencies have been consulted, and have agreed what information can be disclosed to the person. If the person is a member of a union or professional association she/he will be advised to contact that organisation at the outset.

The police will be consulted about any case in which a criminal offence may have been committed.

If the allegation is not demonstrably force or unfounded, and there is cause to suspect a child is suffering or is likely to suffer significant harm, a strategy discussion will be convened by the lead supervisor with the LADO and other appropriate agencies, such as police and MASH.

In cases where a formal strategy discussion is not considered appropriate because a threshold of 'significant harm' is not reached, but a police investigation might be needed, the lead supervisor will consult with LADO, police and any other agencies involved with the child to evaluate the allegation and decide how it should be dealt with.

If the allegation is about physical contact, the strategy discussion or initial evaluation with the police will take account of the fact that playgroup staff are entitled to use reasonable force to control or restrain children in certain circumstances, including dealing with disruptive behaviour, under S.93 of the Education and Inspections Act 2006.

The LADO and the lead supervisor may conclude that the complaint or allegation is such that it is clear that an investigation by police and/or

enquiries by MASH are not necessary. In these circumstances, the options open to the playgroup depend on the nature and circumstances of the allegation and the evidence and information available, and will range from taking no further action to summary dismissal or a decision not to use the person's services in the future.

Action on Conclusion of the Case

If the allegation is substantiated and the person is dismissed or the playgroup ceases to use the person's services, or the person resigns or otherwise ceases to provide his/her services, the lead supervisor will determine with LADO whether a referral to the DBS is required, or advisable. The playgroup must report to the DBS any person whose services are no longer used because he/she is considered unsuitable to work with children. This report should be made within a month of the decision to cease using the services of that person.

If it is decided that a refrained/suspended person can return to work the lead supervisor should consider what help and support might be appropriate, e.g. a phased return to work and/or provision of a mentor, and also how best to manage the member of staff's contact with the child concerned, if still in the playgroup.

Resignations and Compromised Agreements

If a person tenders their resignation, or ceases to provide their services, this will not prevent an allegation being followed up in accordance with these procedures. Every effort will be made to reach a conclusion in all cases of allegations bearing in mind the safety or welfare of children including any in which the person concerned refuses to cooperate with the process. Whenever possible the person will be given a full opportunity to answer the allegation and made representations about it. The process of investigating the allegation and reaching a judgement about whether it can be regarded as substantiated will continue even if the person does not cooperate.

Compromise agreements must not be used, e.g. where a member of staff agrees to resign provided that disciplinary action is not taken and that a future reference is agreed. It will not override the statutory duty to make a referral to the DBS for consideration of placing the person's name on the Children's Barred List where circumstances require that.

False Allegations

If an allegation is determined to be false, the lead supervisor, in consultation with LADO should refer the matter to MASH to determine

where the child is in need of help, or might have been abused by someone else.

In the rare event that an allegation has been deliberately invented, the police should be asked to consider what action may be appropriate.

Record Keeping

A clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, will be kept on the person's confidential personnel file and a copy given to the individual. It will provide clarification in cases where a future DBS check reveals information from the police about an allegation that did not result in a criminal conviction. It will also help prevent any unnecessary reinvestigation if, as sometime happens, an allegation resurfaces after a period of time.

It should be kept at least until the person reaches normal retirement age or for 10 years if longer.

Learning Lessons

The lead supervisor and LADO should review the circumstances of the case to determine whether there are any improvements to be made to the playgroup's procedures or practice.

Essential contact details

LADO: 03302223339

Whistle blowing

Maidenbower Pre-school Playgroup is committed to the highest standards of openness, probity and accountability.

An important aspect of accountability and transparency is a mechanism to enable staff and other members of the playgroup to voice concerns in a responsible and effective manner. It is a fundamental term of every contract of employment that an employee will faithfully serve his or her employer and not disclose confidential information about the employer's affairs. Nevertheless, where an individual discovers information which they believe shows serious malpractice or wrongdoing within the organisation, then this information should be disclosed internally without fear of reprisal.

The Public Interest Disclosure Act, which came into effect in 1999, gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. Maidenbower Pre-school Playgroup has endorsed the provisions set out below so as to ensure that no members of staff should feel at a disadvantage in raising legitimate concerns.

It should be emphasised that this is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the playgroup committee nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures. Once the 'whistle blowing' procedures are in place, it is reasonable to expect staff to use them rather than air their complaints outside Maidenbower Pre-school Playgroup.

This is designed to enable employees of Maidenbower Pre-school Playgroup to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety. This is intended to cover concerns which are in the public interest and may at least initially be investigated separately, but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include:

- Financial malpractice or impropriety or fraud
- Failure to comply with legal obligation or statutes
- Dangers to health and safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children
- Attempts to conceal any of these.

Safeguards

Protection

This is designed to offer protection to those employees of the playgroup who disclose such concerns provided the disclosure is made

- In good faith
- In the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see below). It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an

extreme case, malicious or mild allegations could give rise to legal action on the part of the persons complained about.

Confidentiality

Maidenbower Pre-school Playgroup will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

Anonymous Allegations

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the playgroup. In exercising this discretion, the factors to be taken into account will include:-

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources.

Untrue Allegations

In an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure, the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

Raising a Concern

Employees should raise concerns with the supervisor or committee. Concerns should be raised in writing and include:

- Reference to the fact that it is a whistle blowing disclosure.
- The background and history of the concerns.
- Names, dates and places (where possible).
- The reasons why the employee is concerned about the situation.

Employees who feel unable to put their concerns in writing can telephone or meet with either the supervisor or a member of the committee.

Responding to a Concern

To protect individuals, preliminary enquiries (commonly involving a meeting with the individual raising the concern), will be made to decide if an investigation is appropriate and, if so, what form it should take. Concerns or allegations that raise issues that all within the scope of other policies/procedures will be addressed under those procedures. Some matters may be resolved at this initial stage simply by agreed action or an explanation regarding the matter, without the need for further investigation. The action taken will depend on the nature of the matter. If there is evidence of criminal activity then the supervisor/committee will inform the police. The playgroup will ensure that any internal investigation does not hinder a formal police investigation.

The matters raised will be investigated internally or in the case of a child protection allegation against a staff member:-

- Advice will be sought from LADO
- Ofsted will be informed
- The matter may be referred to the police if necessary.

Support and Protection

'Blowing the whistle' can be difficult and stressful. Maidenbower Pre-school Playgroup will ensure that they do their best to protect the identity of the employee raising the concern and that he/she is not subjected to harassment or victimisation from others.

Investigation

The appropriate person/s will investigate the concerns thoroughly, ensuring that a written response can be provided within 10 working days. The response should include:

- details of how the matter was investigated
- conclusions drawn from the investigation, and
- who to contact if the employee is not satisfied with the response and wish to raise the matter.

If the investigation cannot be completed within the timescale above, the employee should receive a response that indicates:-

- progress to date
- how the matter is being dealt with, and
- how long it will take to provide a final response.

If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome of the investigation, Maidenbower Pre-school Playgroup recognises the lawful rights of employees and ex-employees to make disclosures to prescribed persons such as the Health and Safety Executive, Ofsted, the Police or, where justified, elsewhere.

If in any doubt, or need further support about procedures, please contact:

Ofsted: [Tel:-03001233155](tel:03001233155)

Email:- whistleblowing@ofsted.gov.uk

Sussex Police: Tel:- 101

Public Concern at Work: [Tel:-02074046609](tel:02074046609)

Email:- helpline@pcaw.co.uk

Drug and Alcohol Abuse

The following acts have been taken into consideration:-

- The Health and Safety at Work Act 1974
- The Misuse of Drugs Act 1971
- Drugs Act 2005
- The Medicines Act 1968.

At the playgroup we promote a drug and alcohol free environment and work place. All employees and employers are prohibited from the unlawful possession and use of illegal drugs and alcohol whilst on the premises. They will also be prohibited from working and asked to leave if found under the influence of alcohol or substances. Persons who violate this will be dealt with using the grievance procedures as laid out in their Terms and Conditions Contract.

This could result in suspension, termination and possible prosecution.

Staff must have written confirmation from a doctor if they are on medication that it is likely to impair that staff member's ability to look after children properly. Staff medication must be kept out of the reach of children.

Useful numbers:-

National Drugs Helpline: [Tel:- 03001236600](tel:03001236600)

National Alcohol Helpline: [Tel:- 0800917828](tel:0800917828)

Toileting

Maidenbower Pre-school Playgroup feels that children need the opportunity to be listened to in all aspect of life, including toileting, and staff need to take account of their decisions. Parents/carers of children in nappies will be approached and asked to bring their child to playgroup in pull-ups, to help and encourage the children to manage their own needs.

Toileting pointers:-

- If boys appear not to know what to do then staff will offer the child the choice to sit or stand.
- If girls appear not to know what to do staff will ask if they pull down or lift up their skirts/dresses.
- Staff ask children **NOT** to lock the toilet doors. Some children are happy to leave the door open, other children like the adults to hold it shut.
- The staff encourage children to wipe their own bottoms; however they do ask if they would like help.
- On some occasions, it will be necessary for a member of staff to step in and help a child wipe their bottom. Staff would never leave a child intentionally dirty.
- If a parent has any particularly requests/concerns about their child's toileting abilities or any other pointers relevant to that particular child that would help staff, these should be brought to the attention of the supervisor/key worker.
- Student placements will not be permitted to take any child to the toilet.
- Parents/carers helping on 'stay and play' will not be permitted to take any other child to the toilet other than their own child.
- Only committee members/staff with the appropriate DBS checks will be permitted to take children to the toilet.
- Two members of staff will take and stay with children to/in and from the toilets.

Missing Child

In the event of a child found to be missing from playgroup or an outing, the following actions must be taken:-

- Playgroup staff will conduct a thorough and organised search of the premises/area.
- If possible one adult will be positioned at each exit so that the child cannot leave.
- The remaining staff and parent helpers will staff with the rest of the children in one area and the register will be taken.

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- All details that are of use will be recorded, i.e. time child went missing, where last seen, what they were wearing etc.
 - In the event of the child not being found, then the police will be contacted first and then the parent/carer.
 - The chairperson will be contacted and informed of the situation.
 - Full cooperation regarding the case will be given to all the necessary authorities. It will then be the playgroup staffs' responsibility to ensure the rest of the children are safe.
 - Ofsted will be informed.
 - The supervisor/chairperson will record details of what happened, which will be kept on file.
 - An investigation will take place.
 - A post risk assessment will be undertaken.

Useful numbers

Police: 101

Ofsted: 03001231231

Supervisions

Supervision 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, children and staff can be raised in a safe environment.

Appraisals

Appraisal is 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.

Attendance

Should we notice irregular attendance patterns at the playgroup, we will approach the parent/carer to ascertain the reasons why and promote the benefits of attending regularly.

Prevent Duty

As employers Maidenbower Pre-school Playgroup have a legal obligation to follow the 'Prevent Duty'. This sets out the need for 'British Values' to

help everyone live in safe and welcoming communities where they feel they belong. These British Values are defined as:-

- Democracy
- The rule of law
- Individual liberty and mutual respect
- Tolerance of those with different faiths and beliefs.

These values are universal aspirations for equality. As such, they are fundamental to helping all children become compassionate, considerate adults who form part of a fair and equal society.

Staff are alert to harmful behaviours by influential adults in a child's life. This may include discriminatory and/or extremist discussions between parents, family and/or staff members. They take action when they observe behaviour or concern. Staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. They assess the risk of children being drawn into terrorism and work in partnership with local partners such as the police, prevent coordinators, MASH, Ofsted and their Local Safeguarding Children's Board (LSCB).

Useful numbers

Police: 101

Ofsted: [Tel:- 03001231231](tel:03001231231)
Email:- enquiries@ofsted.gov.uk

MASH: [Tel:- 07595236779](tel:07595236779)