

Welcome to Doddinghurst Community Pre-School setting

As a visitor to our setting, it is important that you are aware of our safeguarding procedures – please ask a member of staff if you are unsure of anything in this leaflet

Effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children

Working Together to Safeguard Children (HMG, 2018)

- All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) Check (this may be a letter from an employer to confirm the appropriate DBS check has been obtained)
- All visitors must wear the ID provided upon signing in – this must be worn and kept visible at all times while on site
- Where visitors have parked on the setting site, they must ensure their vehicle registration details are provided when they sign in
- All visitors must sign out and hand in the ID provided when leaving the setting site
- During the COVID-19 pandemic the setting will be taking extra precautions to ensure that everyone on the setting site is safe. Please make sure that you understand where you can go in the setting, and what protective measures may be in place.

We take safeguarding very seriously in our setting. Everyone in the setting has a role to play in keeping children safe, although there are certain key people with particular responsibilities:

Manager:	Karen Linzell
Deputy Manager:	Debbie Jacobs
Lead Practitioner for Safeguarding:	Debbie Jacobs
Deputy Lead Practitioner for Safeguarding:	Donna Trinder

What is Abuse?

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult / adults or another child or children.

What to do if you are worried about a child:

You may observe something or become aware of information about a child which concerns you while you are in the setting. If you do, it is important that you share your concerns with the Lead Practitioner for Safeguarding, or the Deputy Lead Practitioner for Safeguarding. Other staff will arrange for you to speak to them if you cannot locate them.

What to do if a child makes a disclosure:

- React calmly, listen without displaying shock, disbelief or making judgements
- Do not promise confidentiality – explain that you must share the information with the Lead Practitioner for Safeguarding

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- Reassure the child, but only so far as is honest and reliable
- Do not interrogate the child, ask leading questions or criticise the alleged perpetrator
- Make accurate notes (record the date, time, place, your observations and exactly what the child has said)
- Report your concerns immediately to the Lead Practitioner for Safeguarding, or the Deputy Lead Practitioner for Safeguarding
- Follow the setting Child Protection Policy and procedures at all times

What to do if you have concerns about a member of staff

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the Manager (or Deputy Manager in absence of the Manager). If your concern is about the Manager, you must report this to the relevant management committee or otherwise, and to the Local Authority Designated Officer if the Manager is the sole proprietor. Staff will provide you with the relevant contact details.

What to do to keep yourself safe

- Always speak to children calmly and respectfully
- Avoid physical contact with children unless you are preventing them from harming themselves or others
- Avoid being alone with any children – you should not do so unless there is a specific reason to do so, and other staff are aware.
- Always tell someone if a child touches you or speaks to you inappropriately (record the incident, including the time and date, and give this to the Manager / Lead Practitioner for Safeguarding)
- Never exchange personal contact details with a child or arrange to meet them outside of the setting environment
- Never have contact with a child on social media
- Never use a personal mobile phone or camera around children
- Never discuss confidential information outside of the setting or online

Fire and emergency evacuation

If the alarm sounds (Hand Bell), exit by the nearest fire exit and make your way outside to the Village Hall Car Park. Please wait there until you are given permission to re-enter the building. If you discover a fire, please inform a member of staff, if possible, who will follow the settings fire alarm procedures.

First Aid

Many of our staff members are trained in First Aid. If you need assistance, please inform a member of staff. Visitors should not treat children unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.

Accidents and Incidents

Please report any accident to the Manager, or Deputy Manager.