

Our Commitment

At The Saplings, we are committed to implementing all the aspects of the [Firs Lower School Safeguarding and Child Protection Policy](#), so that we establish a culture of care and safety, in a happy and nurturing environment, in which children feel safe, are appropriately protected and can learn, develop and enjoy their play.

Aims

Our aims are to:

- create an environment at The Saplings, which is safe and secure for all children;
- enable children to have the self-confidence and the vocabulary to resist inappropriate approaches;
- encourage our young children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- encourage children to develop a sense of autonomy and independence;
- work with parents in partnership, in the best interests of all our children:

In order to fulfil these aims:

- We ensure that all staff and parents are made aware of the Firs Child Protection policy and this accompanying statement.
- The Saplings has a designated member of staff for Child Protection who is the Pre School Leader **Toni Gore**
- Our staff receive refresher training in child protection every two years along with other regular updates.
- Our designated member of staff for child protection receives training annually.
- We follow the guidelines laid down by the Local Safeguarding Children Board and the DfE guidance in 'Keeping Children Safe In Education'.
- In consultation with parents/carers we are able to refer children for additional help through the Early Help Assessment process.
- We notify the registration authority (Ofsted) of any incident or accident which affects the wellbeing of children.
- We have procedures for contacting the local authority's 'Assessment and Referral Hub' for advice and support concerning any child protection issues.
- In the event of an allegation being made against a member of staff, we would follow the school Allegations Against Staff policy.
- If a report is to be made to the authorities, we take advice from the Intake and assessment team in deciding whether we must inform the child's parents at the same time.

Key Procedures

Mobile phones and cameras

- In accordance with The Firs Acceptable Use and E Safety Policy, mobile phones cannot be used in any room or area where children are present.
- Any images must only be taken on an official school camera and used in accordance with the Acceptable Use and E Safety Policy.

Procedures for releasing children safely

- Saplings staff will ensure that children do not leave the premises unsupervised.
- All reasonable steps will be taken to prevent unauthorised persons entering the premises.
- There will be an agreed procedure for checking the identity of visitors e.g. as part of the induction process, parents will identify who will usually be picking their children up. A code word will be agreed that can be used to verify that a safe handover will take place if an adult unknown to staff is asked to pick up.

Procedures to be followed for infectious illnesses

- In the event of a parent reporting that their child has an infectious illness, a sign will be put on the door or appropriate notice board.
- In addition, a text message sent out to parents by the Firs school office.

Procedures to be followed if a parent does not collect a child

- Staff will ensure that the child is cared for in terms of their emotional reaction to the situation.
- Staff will contact Saplings / Firs Office staff to ensure no messages from the parent have been missed.
- Saplings staff or Firs Office staff will attempt to contact the parents.
- The child will be looked after by Saplings or EYFS KC staff until their parent can pick them up.
- If the parent cannot be contacted and emergency contacts held by the school for that child are unavailable too, the school may need to contact the Access and referral hub for advice and support.

Procedures to follow for a missing child

- See Protocols for a lost or missing child - Managing Emergencies Policy Appendix 4.

Staff use of medication

- Staff will conduct themselves in an appropriate manner and will never be under the influence of alcohol or any other substance which may affect their ability to care for children.
- If practitioners are taking medication which may affect their ability to care for children, those practitioners must seek medical advice.
- The school will ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.
- Staff medication on the premises will be securely stored, and out of reach of children at all times.

Roles and Responsibilities

Role of the Setting

At The Saplings, we believe it is our role to provide, through our policies and procedures and in line with the Statutory Framework for the Early Years Foundation Stage (EYFS), an environment that:

- is safe and secure
 - is stimulating, nurturing and welcoming
 - gives children an enjoyable experience, fostering strength, resilience and independence
 - celebrates individuality and diversity in its members
 - promotes healthy lifestyles and choices
 - has clear boundaries and rules for behaviour and respect
 - ensures children are listened to and valued
 - promotes positive outcomes for children
 - values families and their contribution
 - employs staff that are suitable, well trained, supported and supervised appropriately
 - employs staff in accordance with regulations in safe ratios of adult to child
 - helps children learn to understand that rules and boundaries of behaviour keep them safe.
 - encourages respect for themselves and others
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- Helps them learn how to become resilient and to 'bounce back' from adverse situations in their lives.
 - Responds promptly and effectively to bullying concerns, in line with the Firs Anti Bullying Policy.
 - welcomes and values the diversity of all families regardless of background or circumstance

Role of All Staff

It is the responsibility of all staff within the setting to:

- make the welfare of the child paramount in everything that is done
- to model positive behaviour at all times and challenge behaviour that might have a negative effect on children, whether this comes from other children or adults
- be aware of, and mindful of safeguarding issues including signs and symptoms of abuse
- attend appropriate training
- ensure they have read and understood the Firs Child Protection Policy and this appendix .
- respect children's, parents, carers and other staff member's rights, values and views and understand they may differ from their own
- treat all information as confidential
- keep any notes and records in accordance with the Firs Child Protection Policy.
- share information only in accordance with our Child Protection Policy, understanding that information can be shared in order to protect a child from harm

- report any concern they may have about a child promptly to the Designated member of staff for child protection.
- not put themselves in a position that might potentially put them at risk of accusation, e.g. not to be alone with a child in a room with the door closed.
- remember that sometimes we have young students who are also children, until the age of 19, and that we have a responsibility to safeguard their welfare whilst they are in our care
- understand that there are procedures to follow if there is an allegation against a staff member and that there is a requirement to inform the LADO (Local Authority Designated Officer)
- remember all families continue to remain welcome regardless of any ongoing child protection issues

Role of the Designated Member of staff for Child Protection at The Saplings:

to:

- take a lead responsibility for safeguarding children in The Saplings
- support staff in any child protection issues or concerns ensuring they are passed on to the Designated Safeguarding Lead (DSL) or to a Deputy Designated Safeguarding Lead (DDSL) immediately.
- ensure The Saplings follows the statutory guidance 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education
- Liaise regularly with members of the Firs Safeguarding Team, to ensure important information is shared appropriately, in the best interests of children in The Saplings
- liaise with the local statutory children's services agencies where necessary and attend conferences and meetings as required
- follow the LSCB Interagency Child Protection procedures, which can be found on the LSCB for Central Bedfordshire website in their online procedure manual and regularly check their website for updates
- attend Child Protection training courses as appropriate, including refresher training every year
- work with the DSL and others in The Firs Safeguarding Team, to ensure that the Assessment and Referral Hub is contacted and in emergency, the police, in response to any concerns where it is felt that a child may be at risk of harm
- keep records securely and confidentially in accordance with the Data Protection Act 1998 and the Freedom of Information Act 2000
- respond to any allegations of serious harm or abuse by any person working or looking after children at The Saplings by informing the headteacher or Assistant Headteacher immediately.