



Cheeky Chimps Pre-school

Keeping Children Safe

Summary of Child Protection – Policy and Procedures

At Cheeky Chimps, we intend to create an environment in which children are safe from abuse and which suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

Provide safe reliable staff

It will be made clear to applicants for posts within Cheeky Chimps that the position is exempt from the provision of the Rehabilitation of Offenders Act 1974.

All staff and volunteers at Cheeky Chimps will have all of the relevant DBS checks.

All applicants for work within Cheeky Chimps, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless Cheeky Chimps management committee and Play Leaders are confident that the applicant can be safely entrusted with children.

Seek and supply training

We will seek out training opportunities for all adults involved with Cheeky Chimps to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse. All staff attend the Introduction to Child Protection training and are updated annually by the Manager and every 3 years by a refresher course.

Prevent abuse by means of good practice

Adults will not be left for long periods with individual children or with small groups. An adult who needs to take a child aside, for time out after behaviour which needs improvement, will leave the door ajar.

Adults who have not been registered 'fit' persons will not take children unaccompanied to the toilet.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of the playroom(s) will permit constant supervision of all children.

Respond appropriately to suspicions of abuse

The Designated Child Protection (DCP) Lead at Cheeky Chimps is Caroline Wills. All concerns regarding child protection will be discussed with Caroline.

Caroline is fully trained as the DCP Lead. In her absence, matters will be discussed with Richard Briar, the DCP Lead for Ashcott School. Discussions will remain confidential and will not mention children's names unless necessary.

Changes in children's behaviour/appearance will be investigated. Parents will normally be the first point of reference, though suspicions will also be referred as appropriate to the Social Services Department via Somerset Direct.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/Keyworker, Cheeky Chimps Manager and the Chair of the Management Committee Chairperson. Richard Briar may also be involved.

Keep records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name and address and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to people at Cheeky Chimps other than the Manager, Chairperson and Keyworker or other member of staff as appropriate.

There is a book available at registration on arrival at Cheeky Chimps. When parents inform the member of staff of any injuries that have occurred to their child, this will be recorded. Staff will request entries to this book if parents fail to inform them.

Liase with other bodies

Cheeky Chimps operates in accordance with local authority and OFSTED guidelines. Confidential records kept on children about whom Cheeky Chimps is anxious will be shared with the Social Services Department if Cheeky Chimps

feels that adequate explanations for changes in the child's condition have not been provided.

If a report on a child is to be made to the authorities, the child's parents will be informed at the same time as the report is made.

Cheeky Chimps will maintain ongoing contact with the registering authority, including names, address and telephone number of individual Social Workers, to ensure that it would be easy, in any emergency, for the Cheeky Chimps and the Social Services Department to work well together.

Support families

Cheeky Chimps will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in the group.

Where abuse at home is suspected, Cheeky Chimps will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with the child's parents.

Cheeky Chimps will do all in its power to support and work with the child's family, with the proviso that the care and safety of the child must always be paramount.

Allegation made against a member of staff.

Allegations should be reported immediately to the manager. The only exception to this is if the allegation concerns the manager, in which case the allegation should be reported to the Chair of the Committee.

The following series of events will then happen:

1. Suspend the member of staff on full pay in accordance with the "Pre-schools as employers" pending a full investigation into the incident.
2. a) Write down clearly the facts from the parent/carer to pass on to the relevant services.
b) Write down clearly the facts from the member of staff to pass on to the relevant services.
3. Inform:
 - a) Somerset Direct (0845 345 9122)
 - b) The Local Authority Designated Officer (LADO) within 1 working day.
 - c) Police (where necessary)
4. All such suspicions and investigations will be kept confidential, shared with only those who need to know. The people most commonly involved will be the Cheeky Chimps Manager, the chairperson and another member of the management committee.

5. In the event of the Chairperson or other lead committee member making an allegation, the same procedure as above would apply except the Vice Chairperson or Secretary would be the first contact.

The LADO's role is to "provide advice and guidance to schools and FE colleges, in addition to liaising with the police and other agencies, and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process."

Somerset's Acting LADO is Clive Diaz who can be contacted on 01823 357727.

All allegations against staff in schools are dealt with in accordance with Working Together 2013 and statutory guidance issued by the Government in October 2012 entitled *Dealing with Allegations of Abuse against Teachers and other Staff*.