



# ST GEORGE'S PRE-SCHOOL HINTON ST GEORGE

Website: <http://saintgeorgespreschool.co.uk>

## Safeguarding and Promoting Children's Welfare Policy

*The named person in the pre-school for taking the lead responsibility for safeguarding children is  
**Louisa Turvey***

The Pre-School and its entire staff have a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to either emotional, physical or sexual abuse or neglect.

Our primary responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/main carers and staff to act quickly and responsibly in any instance that may come to our attention.

### Procedure

1. The Pre-School will immediately report any suspicions around abuse to Local Safeguarding Children's Board (LSCB) whether this stems from allegations against staff, volunteers, carers or the general public. The Children Act 1989 (Section 47(1)) places a duty on LSCB to investigate such matters. The Pre-School will follow the guidance set out in DCSF publication - 'What to do if you are worried a child is being abused - Summary' and follow the advice given by the LSCB.
2. The Pre-school will notify Ofsted as soon as possible but within 14 days of any allegations of serious harm or abuse by any person working or looking after children at the premises (whether that relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.
3. If the referral is done by telephone, it will be confirmed in writing within 48 hours. Children's social care should acknowledge your written referral within one working day of receiving it; so if you have not heard back within 3 working days, contact children's social care again.

Louisa Turvey will take the lead in dealing with any concerns raised initially, and will then decide whether to take advice from outside agencies such as LSCB, and the police. Parents / Carers will always be informed unless it is believed this would place the child at risk of significant harm.

An allegation of child abuse or neglect could lead to a criminal investigation so staff will not do anything that may jeopardise a police investigation, for example, ask a child leading questions or attempt to investigate the allegations of abuse.

LSCB takes the lead role in enquiring about child protection issues related to the child whilst the employer retains the responsibility for disciplinary actions related to their staff member, volunteer or carer. The employer will follow the disciplinary procedure as detailed within the employee's employment contract.

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**Allegations against member of staff or volunteer.**

Action will be taken under this heading if allegations of child abuse/neglect are made against a member of staff or volunteer working at the Group.

**Procedure**

- a. The concern will be discussed with the parent/main carer by the designated member of staff for child protection.
- b. Such discussion will be recorded and the parent /main carer will have access to such records.
- c. The designated staff member will report the incident to their employer (e.g. owner, committee).
- d. The employer has a duty to contact LSCB for guidance and follow their advice.
- e. The employer will need to decide how far to discuss it with the accused member of staff / volunteer, bearing in mind that an allegation of child abuse or neglect could lead to a criminal investigation, so they should not do anything that may jeopardise a police investigation, for example, ask a child leading questions or attempt to investigate the allegations of abuse.
- f. The employer will need to decide whether to suspend the member of staff/volunteer pending investigations, depending on advice given by LSCB.
- g. If there appear to be any issues or concerns regarding the circumstances, LSCB and /or the police will be notified. The matter will also be reported to Ofsted.

**Confidentiality**

The aim of St George's Pre-School is to promote an environment of respect with reference to confidential information relating to the children, families or group users and the groups business (please see our confidentiality policy.) However, if it becomes necessary to disclose information concerning a child and/or member of staff (if the allegation is made against a staff member/volunteer) to an outside agency, the following procedure will be followed:

- a. the consent of the parent/main carer of that child and/or the consent of the staff member to the disclosure will be sort first (unless it is believed that obtaining such consent would place the child at risk of significant harm).
- b. if it is believed that obtaining such consent would place the child at risk of significant harm, the disclosure will be made without obtaining consent (bearing in mind the public interest in safeguarding the child's welfare overrides the need to keep information confidential).

**PLEASE NOTE:**

**THERE ARE EXCEPTIONS TO THE ABOVE PROCEDURES.**

**IF ANY CHILD IS THOUGHT TO BE IN IMMEDIATE DANGER, PRE-SCHOOL WILL CONTACT LOCAL CHILDREN'S SOCIAL CARE OFFICES ON:**

**TEL: 0845 345 9122 AND/OR THE POLICE ON 0845 456 7000**

**This Policy was updated and re-adopted by the committee members of St George's Pre-school on 27<sup>th</sup> April 2010**

**Helen Harding (Chair) .....**

**Gilly Jaffé (Secretary).....**