Poppets Pre –School

Safeguarding and promoting children’s welfare.

**Safeguarding** UNCRC Articles: 3, 19

The designated safeguarding officers for Poppets are: Lynn Newman and Lisa Davis

Our safeguarding policy is regularly reviewed. Please ask for a copy of the complete policy.

All staff act in accordance with the guidelines for effective protection of the children in our care.

Safeguarding training is ongoing within our group . All staff attend training and regularly update/ refresh.

All allegations of abuse will be reported without delay and in confidence to Social Services Duty Officer at Christchurch local office. Should an allegation be made against a member of staff, that person will be suspended from duty pending investigation.

Our complaints procedure supports any person who feels they wish to lodge a formal complaint against the staff or group procedures.

Ofsted will be informed of any complaint or allegation made.

Every organisation working with children and young people, whether they are paid or voluntary, has a “duty of care” to keep children and young people safe and protect them from harm.

**The Children Act 2004**places a duty on organisations to safeguard and promote the wellbeing of children and young people.

This includes the need to ensure that all adults who work with, or on behalf of children and young people in these organisations are competent, confident and safe to do so.

Professionals have a duty to report any safeguarding or child protection concerns to the safeguarding lead in their organisation and/or report any concerns to local Children’s Services and/or Police.

We are required by law to work within strict guidelines and do so to the best of our knowledge, understanding and ability.

Computer Misuse Act 1990: Data Protection Act 1998: Freedom of Information Act 2000; Communications Act 2003:

Safeguarding Vulnerable groups act 2006 Working together to Safeguard children HM Gov March 2013 publication

**Use of Technology**

All Mobile Phones must be put into our safe box during the session.

Our laptop and I pad are password protected with e safety policy adhered to by all users.

Images are taken on our pre school camera and I pad printed or added to online journals then deleted.

All online journals are password protected. These passwords are regularly changed for additional security.

**Information and Complaints** UNCRC Articles:3, 5, 12,16, 19, 28,29,31

Information about children is kept confidentially. Data Protection Act 1998:

We welcome an open exchange of information between parents and practitioners in order to get to know your child as an individual.

Information is used in order to meet emotional, cultural, medical and dietary needs.

Telephone numbers are required in order to contact parents/ carers in an emergency.

Where care is shared with another group or carer (childminder/ extended family)we ask that progress/ health information be shared between all parties in the best interest of your child.

We encourage Parents to add to their children’s learning journals on a regular basis.

**Premises and Security** UNCRC Articles: 3,18, 19

As part of a shared premises we have security systems in place to ensure that at all times we are aware if anyone enters or leaves the room.

Our external door is closed throughout the session.

Visitors ( including parents on visits) to our group are verified where possible and sign in and out. They are accompanied at all times by a staff member.

Staff members’ attendance times are recorded.

Staff will greet all children and parents individually when they arrive for and leave the session.

No child will be permitted to leave our care other than with the agreed adults unless verbal or written confirmation has been given by the primary carer.

Children arriving late or leaving early have their attendance times recorded.

Children play in Druitt gardens daily, they are accompanied to and from the garden by staff, strict procedures are in place to monitor their safety.

**Outings** UNCRC Articles: 3, 15, 31

All outings/ trips out of group are risk assessed, these assessments are regularly reviewed.

On outings staff wear reflective jackets, take essential records, first aid equipment and a mobile telephone.

Children and staff often visit the High street market to buy fruit, play in Druitt gardens or visit Barrack road play park or at the quomps play park (at Christchurch quay). Parents’ written permission is sought for all other outings. Parental involvement is encouraged and welcomed.

Children are not transported in staff vehicles at any time. Should an emergency occur an ambulance or taxi would be used.

**Equality of Opportunities** UNCRC Articles: 2, 3, 12,13,14,15,18,19,28,29,30,31

At Poppets we treat each other with respect, celebrating difference and welcoming diversity. Staff act as role models for the children. Our Enco is Mary-Ann Davis

There is a reward and praise system in place for kind acts and caring for others.

Children with identified needs are welcome at our group in line with our equal opportunities policy and government legislation Equalities act 2010.

Every effort will be made to ensure that all children are treated with equity, having equal access to toys, equipment, activities, adult time and attention.

All reasonable adjustments will be made to meet individual identified needs and learning styles

We liaise with parents, carers and other professionals to enhance our provision and professional skills.

The Special Educational Needs Co-ordinator at Poppets is: Lynn Newman

**Medicines Illness and Injury** UNCRC Articles: 3,24

Should your child require short term medication whilst at group we request daily authorisation. Medication will be administered by staff in line with your authorisation and witnessed by a second staff member.

All processes will be recorded and signed by both staff and parents.

Children who have long term medical needs are welcome at our group. Staff will liaise closely with parents and seek appropriate specific training to meet your child’s individual needs.

Staff members undertake paediatric first aid training.

All accidents and injuries are treated promptly by a first aider and details recorded, this will then be passed on verbally and in writing to the parent/ carer.

Parents are asked not to send children to Poppets who are unwell or infectious. Should your child become ill whilst at group they will be cared for by staff and you will be asked to collect them.

Serious injury or illness will be reported to Ofsted.

**Food and Drink** UNCRC Articles: 3, 24

Several staff hold current food hygiene certificates, in house training is provided for all staff to maintain awareness of good practice.

Children are able to access fresh water at any time. Milk is provided at snack time.

Snacks provided by Poppets are fresh or dried fruit, carrot or cucumber sticks, bread sticks, cracker or plain biscuit.

Lunches are provided by parents. You are advised to use a cold pack in lunch bags to keep food fresh. We ask that healthy choices are provided. No sweets are permitted at group.

**Smoking** UNCRC Articles 3, 24

Poppets enforce a total no smoking policy, on premises or off-site when in the care of your children.

This applies to all staff, parents and visitors to our group.

**Behaviour Management** UNCRC Articles: 3, 12, 19

Our policy and ethos is “Kind hands , Kind words” this applies to adults and children.

No physical punishment is used or threatened, should a physical intervention be required to prevent danger or harm to a child or adult this will be recorded and reported to parents that day.

Positive behaviour is rewarded with praise, unwanted behaviour is explained in a clam consistent manner at a level which the child can comprehend.

Lynn Newman is responsible for Behaviour Management at Poppets.

Suitable People UNCRC Articles: 3, 18,19

**Safe Recruitment**

References for potential staff members are followed up. Every effort is made to ensure that the people we employ are the best for the role.

All staff and regular visitors undergo an Enhanced Disclosure in line with DSCB requirements

Visitors and students are accompanied and mentored by a staff member. At no time will a person without safeguarding clearance be left alone with the children.

Staff are required by contract to disclose any change in their circumstance which may jeopardise the well-being of the children in our care.

Poppets staff adhere to all Specific Legal Requirements as detailed in the Welfare Standards.

**Qualifications, training skills and knowledge**

It is our policy to employ qualified staff. Where this is not possible the new employee will undertake training at the earliest opportunity.

We have an induction process in place to support new colleagues and students.

Ongoing training is given high priority. Staff receive ongoing support through the supervision and appraisal process.

**Ratios**

Children are supervised at all times. At Poppets our staffing levels exceed the required minimum. Students and volunteers are additional to the required ratio.

Our key worker system alongside parent partnership working ensures that each child is supported, their progress monitored and individual needs met to the best of our ability.

Group Manager: Lynn Newman

Suitable premises, environment and equipment UNCRC Articles: 3,15, 28, 29, 31

**The play room, equipment and toys**

Poppets Pre-School is located at the Regent Centre, our large bright room is for our sole use during session times. We make good use of our locality to provide the children with outdoor play opportunities and outings.

All toys and equipment are maintained to a high standard, continually checked for damage and cleanliness.

Children are encouraged to gain independence, low level units provide the opportunity for children to access their choice of toys and equipment.

We have a quiet cosy corner where children can relax, rest and enjoy a cuddle with an adult or a book with a friend.

**Risk Assessment**

Regular risk assessments are carried out to help us identify potential hazards in the children’s environment. Every effort is made to identify where our working practice along with continual awareness by all staff can minimise risk to a safe level.

Our policy is to discard any toys or equipment which is damaged where this damage may cause harm.

Further details are provided in our Health and Safety policy.

**Premises evacuation**

All staff are fully aware of the safe evacuation routes in case of emergency.

Regular evacuation drills are carried out and recorded. All exit doors are “ Fire doors “

Organisation UNCRC Articles: 3, 12,15, 28, 29, 31

Our session provides a balance of child led and adult supported activities both indoors and outside.

Staff support children’s play to enhance and encourage learning.

Children are observed as they play in order that we can plan to meet their developmental needs and provide play opportunities based on their interests.

We recognise that Parents and primary carers know their child best, and are their child’s primary educator. We strive to build positive relationships with families and work in partnership with you all to meet individual families and children’s needs.

Our beliefs and values

At Poppets we believe that working in partnership with parents and carers is fundamental in meeting the needs of children.

All children and their families are valued and respected as individuals, we welcome diversity and celebrate difference.

We aim to work in line with the United Nations Convention on the Rights of the Child putting children’s best interests at the heart of all we say and do. Visit unicef.org.uk/crc for more information on the convention.

We believe our role is to provide a safe, caring environment where children can play, explore, investigate and learn supported by qualified and enthusiastic staff.

Our aim is to foster in each child a love of learning that will last a lifetime.... as we continue to learn ourselves.

Staff act as role models, we have high expectations of ourselves and the children encouraging them to care for themselves, each other and the environment.

We continually review and reflect on our provision seeking the support and expertise of parents and other professionals for the benefit of the children in our care.

We feel privileged to be part of your child’s learning journey.

UNCRC Articles 3, 12, 13, 14, 15, 16, 18, 19, 23, 24, 28, 29, 30,31.