

 Jack and Jill Childcare

*where children can explore, create and discover the colour of dreams*

**Safeguarding Children Policy:**

We aim to create an environment in which children are safe from abuse & in which any suspicion of abuse is promptly & appropriately responded to.

To do this we will:

* Make it clear to applicants for posts within group that the position is exempt from the provision of the Rehabilitation of Offenders Act 1974.
* All applicants for work within the group, whether voluntary or paid will be interviewed before an appointment & asked to provide references & background information to ensure they are suitable for recruitment.
* All applicants will be subject to a probationary period.
* We will ensure that all staff attend appropriate training so that they can recognise the symptoms of possible physical abuse, neglect, emotional abuse & sexual abuse. Training will include opportunities for online and face-to-face learning and will be delivered as both in-house and external training.
* Regular staff meetings will include opportunities to raise safeguarding questions and explore training scenarios as a team.
* Children’s privacy during nappy changing and toileting will be considered and balanced with considerations for safeguarding.
* Adults will not be left alone for long periods with individual children or small groups. A door will be left open if for any reason a child needs to be taken aside.
* All staff will complete paediatric first aid training at least every three years.
* Adults who have not been registered as a ‘fit’ person will not take children unaccompanied to the toilet or be left alone with the children.
* Adults will put their mobile phone in the designated area during periods when children are on the premises and will seek permission from the manager if they should need to use it.
* Have a designated person to whom all concerns will be referred – The Designated Safeguard Lead (DSL) is Diane Shanley (01403 258994)
* Work with Children’s Services (01403 229900), police (01273 475432 / 101), Ofsted (0300 1231231) or NSPCC (0808 800 5000) to ensure that the children’s best interests are met.
* Children will be encouraged to make choices & find names for their feelings & devise appropriate ways of expressing them.
* Children will be encouraged to learn right from wrong, to mix and share with other children and value others’ views, to know about similarities and difference between themselves and others, and challenge negative attitudes and stereotypes.
* Staff will have knowledge of the Prevent Duty and adhere to its guidance.
* Keep a record of observations which record significant changes in the child’s behaviour or appearance, which will be written, dated, signed & kept confidential.
* All details of concern, progress, case conferences etc are confidential & will not be discussed with anyone not authorised to have this information.
* Individuals will be appropriately supported to seek support for personal emotional reaction to any disclosure.
* We are an Operation Encompass Early Years Setting: Operation Encompass is a police and education early intervention safeguarding partnership enabling support for children and young people who are experiencing domestic abuse.

**Whistleblowing Disclosure**: Raising a concern about malpractice

If a concern is raised which suggests a child may be at risk of harm, we will manage this through our safeguarding procedures.

A disclosure in good faith to the manager will be protected and confidentiality maintained wherever possible. The person making the disclosure will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice in the setting.

Any malicious or fabricated allegations will be managed through our disciplinary procedures.

Where any **accusation of abuse is made against a member of staff** the group will act immediately to remove the accused from any contact with the children & contact the relevant agencies.

In all cases a record of the report, which is timed, dated & includes a signature, will be made.

From this point social work staff, working in accordance with the county child protection procedures, will initiate any required action, with the full cooperation & support of the setting.

In all cases the Local Authority Designated Officer (LADO) will be informed, and the setting will work cooperatively with them. The LADO can be contacted via an online referral on the West Sussex Safeguarding Children’s Partnership website: <https://www.westsussexscp.org.uk/>

Where appropriate support will be offered to the child, their family & or the accused.

**Safeguarding Team:**

Designated Safeguarding Lead (DSL): Diane Shanley

Deputy Safeguarding Leads: Nikki Brett and Chantal Range

As a provider of day-care for children under eight years of age we have a duty to safeguard & promote the welfare of children.

In order to achieve the principles set out in this document we will follow the guidelines set out by the West Sussex Safeguarding Children’s board, details of which can be found at [www.westsussexscb.org.uk](http://www.westsussexscb.org.uk)

This policy was adopted by Jack & Jill Pre-school at a meeting held on: 1st September 2025

It is signed on behalf of the setting by: ***L Batchelor***

In their capacity as: **Chairperson**

Illustration of Processes for safeguarding children:

Practitioner has concerns about a child’s welfare

These concerns are discussed with the manager or other senior staff as appropriate

Still have concerns

Referral to social services

(Written follow up within 48 hours)

Social worker & manager acknowledge receipt of referral & decide on next course of action within one working day

Initial assessment required

Concerns about child’s immediate safety

Decision made that emergency action may be required to safeguard the child

No longer have concerns

No further child protection, although may need to provide some support or services

Feedback to referrer on next course of action

No further social service involvement at this stage, although other action may be necessary, e.g. onward referral

Initial assessment complete within 7 working days from referral to social services