

# Cabbage Patch

## Playgroup and Pre school

### Child Protection Policy

Through the local Safeguarding Children Board Child Protection policies, guidelines and procedures are produced for inter-agency working. It is intended to create in our preschool an environment in which children are safe from abuse and any suspicion of abuse is promptly and appropriately dealt with.

**Cabbage Patch has designated members of staff to act as the persons responsible for child protection.**

**It is the role of the designated members of staff.**

- **To investigate procedures**
- **To raise awareness of all staff within Cabbage Patch about child protection, the action to be taken in cases of suspected abuse or when a child chooses to share information with a member of staff**
- **To support colleagues in their involvement and action in individual cases**
- **To co-ordinate the implementation of the boroughs procedures and guidelines**
- **To liaise with other professionals on matters relating to child protection**
- **To keep the suffering of the child to a minimum**
- **To be key holder to the child protection files (with authority to limit access to such information to those working with the children concerned)**
- **To facilitate and be involved in the provision of training for all staff on child protection issues**
- **To notify the regulator, Ofsted regarding any allegations, 0300 123 1231.**

**Individual children and small groups will not be left in the care of one adult for any length of time, but will have the opportunity to be involved in numerous activities with a range of preschool staff.**

**The layout of the playroom permits constant supervision of all children.**

**Our preschool employees will respond to concerns of a child protection nature.**

**It will be made clear to all new applicants for posts within Cabbage Patch that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.**

**Unqualified students and volunteers will not be left unsupervised with children.**

**Pauline Yates  
Registered Person/ Officer In Charge**

**Janice Barker  
Manager**

**Jo Snell  
Deputy Manager/Child Protection Officer**

# **Cabbage Patch**

## **Playgroup and Pre school**

### **Child Protection Policy**

#### **Our staff**

At Cabbage Patch all staff attend the relevant training courses and the senior staff do more in depth training on specific areas of child protection issues.

Staff at Cabbage Patch all provide two references, have police checks, and are subject to a three-month probationary period. Unqualified students and volunteers will not be left unsupervised with children.

It is the role of the senior staff (manager / owner, officer in charge, deputy officer in charge) to support their colleagues in their involvement and action in individual cases, and liaise with other professionals following the procedures defined in "Rochdale Borough Safeguarding Children Board Child Protection Procedures".

#### **Concerns**

A concerned member of staff will share her thoughts in the first instance with the officer in charge who may then seek advice from our child protection officer and / or their designated officers at R.M, B.C.'s Safeguarding children unit. The local authority designated officer (LADO) no. is 0300 303 0350. Details of any concerns will be recorded, signed and will include dates and notes of any conversations that have taken place in this respect. All concerns will be kept strictly confidential and discussed only with other professionals involved. Child protection records will be kept separate in a locked file. These records will only be available on a need to know basis via designated members of staff.

#### **Communication with parents**

Our staff may attempt to seek explanations of unexplained bruises, marks, changes in manner as trust between parents / carers and preschool staff is very important.

However, it must be remembered that the welfare of the child is of paramount importance.

#### **Abuse by a professional**

A professional is defined as a person who as a member of an organization or agency is entrusted with the care, welfare or education of children or has contact with them in the course of their work, or whose work with children is regulated by an overseeing or registration body.

Set procedures to follow are defined.

Following a case review R. M. B. C. forwarded the information below which must be implemented in all settings to improve the safeguarding of our children. July 2010.

Body maps must be used to record any injuries / marks on children, and suspicious injuries must be referred to Children's Social Care on the first occasion and information given in full to the Duty Social Worker who will answer the phone.

Records must be kept in the setting of any discussions with parents regarding concerns ( see RCSB part 1 guidance for exceptions) you need to make sure that these discussions take place directly with a person with parental responsibility.

Separate log sheets to record any incidents / accidents should be kept in individual children's files.

Confidential records which include the names of all people with parental responsibility for a child in their care including full name, address and contact details must be kept.

Information about who else lives within the house with a child should be kept, including the gender and age of any siblings or other children, also the relationship to the child of any adults the child lives with.

Records must include questions about ethnicity, faith, disabilities and individual needs,

Every non- attendance of any "cared for children" or any children who are subject to ongoing safeguarding concerns must be reported to; - R.M.B.C. Children's Services,

Telephone numbers and addresses for consultation and referral.

**Local authorities designated officer ( LADO ) 0300 303 0350**

**Safeguarding children unit/ Child protection 0845 226 5500 week days 8-45 / 16-45**

**Emergency duty social worker**

**01706 354836 Weekdays 16-45 to 8-00 24hrs. during public holidays.**

**Police**

**This is a central switch board for Greater Manchester Police 0161 872 5050**

**State that you have a child protection concern about a child and where the child lives.**

**The specialist Police Family Support Unit Rochdale division can also be contacted, 0161 856 8067 / 0161 856 4561 weekdays 8-30 to 17-00**

## **Cabbage Patch Pre—School and Playgroup**

**As a carer provider registered with Ofsted I am required to follow the child protection procedures agreed within this county.**

**As a carer of your child I will at all times share with you any concerns I may have. However, I do have a duty to refer to our designated child protection officer with Rochdale MBC early years department and/or the social services department if I suspect that child abuse is taking place. My first concern will always be the welfare of your child.**

**Pauline Yates  
Registered person  
Officer In Charge**

**Janice Barker  
Manager**

**Jo Snell  
Deputy Manager  
Child Protection Officer**

**Designated persons**

## **Cabbage Patch Pre—School and Playgroup**