

Fairfield Playbox Pre-School

SAFEGUARDING POLICY

Statement of intent

Playbox Preschool will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

We are committed to building a 'culture of safety' in which children are protected from abuse and harm when in our care.

We are committed to responding promptly and appropriately to all incidents of a safeguarding nature that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (Dept. of Health publication, 2015) and in the Guidance provided by Achieving for Children in their Safeguarding and Child Protection booklet (for Early Years) and their website for childcare providers.

We are committed to promoting awareness of safeguarding issues by ensuring that our staff are adequately trained and are aware of their own responsibilities in promoting and safeguarding the welfare of children in our care.

The Manager and one member of the Playbox Management Committee are the Designated Safeguarding Leads who have overall responsibility for safeguarding in the setting. It is our duty of care to report any safeguarding issues to Kingston's Single Point of Access (SPA) and/or the Local Authority Designated Officer (LADO)

Playbox is also committed to empowering young children, promoting their right to be strong, resilient and listened to.

Aims

Our aims are to promote children's right to be strong, resilient and listened to by:

- creating an environment in Playbox that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
- encouraging children to develop a sense of autonomy and independence;
- enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches;
- helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults; and
- working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

Sources of Guidance

What to Do if You are Worried a Child is Being Abused (Dept. of Health 2015)

Safeguarding Policy, Procedures and Guidance (The Methodist Church July 2023):

Safeguarding and Child Protection (Achieving for Children June 2024)

London Children Safeguarding Procedures and Practice Guidance (London Safeguarding Children Partnership April 2024)

Working Together to Safeguard Children 2023 (HM Government)

Safeguarding Vulnerable Groups Act 2006

Kingston and Richmond Safeguarding Children Partnership

Single Point of Access (Achieving for Children)

Local Authority Designated Officer (Achieving for Children)

Liaison with other bodies

- We work within the Achieving for Children guidelines.
- We have a copy of 'What to do if you are worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on safeguarding issues, which include keeping the telephone numbers of SPA (see Appendix) and of any social workers who may be involved in working with one of our children, to ensure that it is easy, in any emergency, for Playbox and social services to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- If a referral is to be made, the Single Point of Access will give advice and guidance on how to proceed

Key Commitment 1

Playbox is committed to building a 'culture of safety' in which children are protected from abuse and harm when in our care.

Methods

Staffing and volunteering

- The Manager is a Designated Safeguarding Lead and a member of the Playbox Management Committee is also a Designated Safeguarding Lead
- We provide adequate and appropriate staffing resources to meet the needs of children.
- We use Safer Recruitment Procedures when recruiting staff.

- Candidates are informed that they are expected to disclose any convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children. Current staff are also made aware that they are obliged to notify the Manager (or the Chair of the Playbox Management Committee, in the case of the Manager) if they receive a conviction, caution, court order, reprimand or warning during their period of employment at Playbox. Both candidates and current staff are informed that they must notify us if any member of their household has a conviction that would disqualify them from working with children.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised and our regular volunteers and students are also required to have 'enhanced disclosure' DBS checks.
- We have procedures for recording the details of visitors to the preschool.
- We take security steps to ensure that we have control over who comes into the preschool so that no unauthorised person has unsupervised access to the children.

Key Commitment 2

Playbox is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'Working together to Safeguard Children'

Methods

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse (including FGM), or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the member of staff makes a dated record of the details of the concern and discusses what to do with the Manager who is a Designated Safeguarding Officer.
- Staff in the preschool take care not to influence the outcome, either through the way they speak to children or by asking questions of children.
- The Manager will discuss these concerns with the SPA.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child;
- listens to the child; and
- gives reassurance that she or he will take action.

The member of staff does not question the child.

Recording suspicions of abuse and disclosures

Staff make a record of:

- the child's name;
- the child's address;
- the age of the child;
- the date and time of the observation or the disclosure;
- an objective record of the observation or disclosure;
- the exact words spoken by the child as far as possible;
- the name of the person to whom the concern was reported, with date and time; and
- the names of any other person present at the time.

These records are signed and dated and kept in the log book

All members of staff know the procedures for recording and reporting.

Informing parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Single Point of Access does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Single Point of Access.

Support to families

- Playbox believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- Playbox makes clear to parents its role and responsibilities in relation to safeguarding, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.
- Playbox continues to welcome the child and the family whilst investigations are being made in relation to any alleged safeguarding concerns.
- We follow the Child Protection Plan as set by the social services department in relation to the preschool's designated role and tasks in supporting the child and the family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate, under the guidance of the Single Point of Access.

Allegations against staff

- We ensure that all parents know how to complain about staff or volunteers within the preschool, which may include an allegation of a safeguarding concern. (See Complaints Procedure).
- We follow the guidance of the Single Point of Access when responding to any complaint that a member of staff or volunteer has breached safeguarding procedures.
- We respond to any disclosure by children, parents or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint **immediately** to Kingston's Local Authority Designated Officer (LADO) and Ofsted to investigate. The referral will be made by the Manager (as a Designated Safeguarding Lead) in the case of other staff or by the Designated Safeguarding Lead on the Playbox Management/ Committee in a situation where an allegation has been made against the Manager.
- We co-operate entirely with any investigation carried out by the LADO in conjunction with the police.
- We consult with the LADO as to whether the member of staff should be suspended on full basic pay for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

Disciplinary action

- Where a member of staff or a volunteer is dismissed from Playbox or internally disciplined because of misconduct relating to a child, we notify the DBS.

Key Commitment 3

Playbox is committed to promoting awareness of child abuse issues by ensuring that our staff are adequately trained and are aware of their own responsibilities promoting and safeguarding the welfare of children in our care. We are also committed to empowering young children, promoting their right to be strong, resilient and listened to.

Methods

Training

- All Playbox staff attend training courses to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.
- The training also ensures that staff are aware that if they have concerns about the behaviour of other members of staff or other people working with children, including inappropriate sexual comments, inappropriate sharing of images or excessive one-to-one attention to an individual child beyond the requirements of the role, they should report such concerns immediately.
- We ensure that all staff know the procedures for reporting and recording any concerns relating to child protection issues.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being visible and/or audible to others.

Curriculum

- We promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they may develop an understanding of why and how to keep safe.
- We create within the preschool a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Mobile Phones

- We aim to make Playbox a "mobile-free zone". We explain this policy to parents and encourage them not to talk on their mobile phones when they are dropping off or collecting their children.
- Staff should leave their mobile phones securely stored in their bags while the children are on the premises or, in cases of emergency, in an allocated place within view. They should not carry phones with them. Staff members should give the Playbox telephone number to their families or anyone else who may need to contact them urgently, so that they can be called to the telephone in case of emergency, rather than relying on their mobile phones.

Photography

- When a child joins Playbox preschool, the parent is asked to consent to photographs of their child being taken. These are used to assist in the process of observation and planning, for the child's 'Learning Journey' (which the parent gets to keep) and, occasionally, for display boards and for staff training purposes. Photographs may only be taken with a camera belonging to Playbox, and photographs taken on those cameras may only be downloaded and printed by the Manager. Staff may not bring their own cameras into Playbox or take photographs for any purpose other than those specified above.

This policy was last reviewed on 29.09.25

Signed on behalf of the Management Committee by Alan Clatworthy (Chair)

.....

Appendix

Contact Details

Correct as at 12.11.24

Single Point of Access (SPA)

- 020 8547 5008 (8am to 5.15pm, Monday to Thursday and 8am to 5pm on Friday)
- 020 8547 5008 (Out of hours)
- Online Referral Form: [Single Point of Access - London Borough of Richmond upon Thames](#) (for Richmond and Kingston)

Information source:

[AfC Info website - Kingston and Richmond :: Community Information / Information and advice / Safeguarding and child protection / Single Point of Access \(SPA\)](#)

Local Authority Designated Officer (LADO)

- 07774 332675
- LADO@achievingforchildren.org.uk

Information source:

AfC Info website - Kingston and Richmond :: Community Information / Information and advice / Safeguarding and child protection / Quality Assurance and Review Service / Local Authority Designated Officer

Office for Standards in Education, Children's Services and Skills (Ofsted)

For complaints about a childcare provider:

- Email: enquiries@ofsted.gov.uk
- Phone: 0300 123 4666.

Playbox Ofsted Registration Number: 131796

Information source:

Complaints procedure - Ofsted - GOV.UK