



# **NORTHLEACH PLAYGROUP**

Mill End, Northleach, Cheltenham, Gloucestershire, GL54 3HJ

Registered Charity No. 1015852

## **Safeguarding Children and Child Protection Policy**

### **Statement of Intent**

Our playgroup wants to work with children, parents and the community to promote the welfare of children and protect them from harm. Everyone who comes into contact with children and families has a role to play. We want to give them the very best start in life.

### **Definition**

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Child Protection is defined as:

- the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm and is an integral part of safeguarding children and promoting their overall welfare.

### **Aim**

Our aims are to carry out this policy by:-

- Promoting children's right to be strong, resilient and listened to by creating an environment within playgroup 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.
- Promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence
- Promoting children's right to be strong, resilient and listened to by 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.

- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.
- Promoting children's good health and well-being
- Ensure the safety of our children across all aspects of our setting, cross referencing a number of our policies within Health & Safety, Managing Behaviour, SEND, Use of photographs, E- Safety. A full list of cross referenced policies is given at the end.
- We have agreed procedures for the safe conduct of children on outings. (Health and Safety policy)
- We ensure that at least one member of staff with current first aid training is on the premises or on an outing at any one time. (Health and Safety Policy)

**What it means to promote children's rights and entitlements to be '*strong, resilient and listened to*'.**

To be strong means to be:

- secure in their foremost attachment relationships, where they are loved and cared for by at least one person who is able to offer consistent, positive and unconditional regard and who can be relied on;
- safe and valued as individuals in their families and in relationships beyond the family, such as day care or school;
- self assured and form a positive sense of themselves – including all aspects of their identity and heritage;
- included equally and belong in early years settings and in community life;
- confident in abilities and proud of their achievements;
- progressing optimally in all aspects of their development and learning;
- part of a peer group in which to learn to negotiate, develop social skills and identity as global citizens,
- respecting the rights of others in a diverse world; and
- able to represent themselves and participate in aspects of service delivery that affects them, as well as aspects of key decisions that affect their lives.

To be resilient means to:

- be sure of their self worth and dignity;
- be able to be assertive and state their needs effectively;
- be able to overcome difficulties and problems;
- be positive in their outlook on life;
- be able to cope with challenge and change;
- have a sense of justice towards themselves and others;
- develop a sense of responsibility towards themselves and others; and
- be able to represent themselves and others in key decision making processes.

To be listened to means:

- adults who are close to children recognise their need and right to express and communicate their thoughts, feelings and ideas;
- adults who are close to children are able to tune in to their verbal, sign and body language in order to understand and interpret what is being expressed and communicated;

- adults who are close to children are able to respond appropriately and, when required, act upon their understanding of what children express and communicate; and
- adults respect children’s rights and facilitate children’s participation and representation in

## **Legislative Framework:**

### **Primary legislation**

- Keeping Children Safe in Education 2024
- Working Together to Safeguard Children (2023)
- The Children and Families Act 2014
- The Children’s Act 1989 & 2004 (Every Child Matters)
- Statutory Framework for the Early Years Foundation Stage 2021
- Statutory Guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (2007)
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018
- The Childcare Act 2006
- Sexual Offences Act 2003
- The Equality Act 2010
- The United Nations Convention on the Rights of the Child (UNCRC)
- Criminal Justice and Court Services Act (2000)
- Race Relations (Amendment) Act (2000)
- Human Rights Act (1999)
- Rehabilitation of Offenders Act 1974

### **Guidance**

- ‘LIVE’ Child Protection Handbook for Educational Setting ([www.gscp.org](http://www.gscp.org))
- Guidance for safer working practice for adults who work with children and young people 2019
- Safeguarding Children and Safer Recruitment in Education Guidance DfES 2019
- What to Do if You are Worried a Child is Being Abused (2015)
- Early Help Assessment

### **Liaison with Other Bodies**

- Our safeguarding systems are child centred.
- Safeguarding children is everyone’s responsibility.
- We believe that no single professional can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.
- In order that our setting and staff collaborate effectively, it is vital that every individual working with children and families is aware of the role that they have to play and the role of other professionals.

- We work within the Gloucestershire Safeguarding Children’s Board ([www.gscp.org.uk](http://www.gscp.org.uk))
- We have a copy of ‘What to do if you are worried a child is being abused’ (2015) available 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, including telephone numbers of local social services to ensure that it is easy, in an emergency, for playgroup 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 affect the well being of children.
- We have procedures for contacting the local authority on safeguarding issues, to ensure that it is easy, in any emergency, for the pre-school and social services to work well together. Please see appendix.
- Details of the local NSPCC contacts are also kept.
- If a referral is to be made to the authority social services, we act within the Area Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

## **Method**

### **Staffing and volunteering**

- Our DSL’s (Designated Safeguarding Lead) who coordinate safeguarding issues are Lucy Harrison and Adele Reed
- The DSLs roles and responsibilities are to lead in facilitating the development of our safeguarding and child protection policy, training, procedures and guidance for Playgroup and its staff
- Our DSL’s and Deputy DSL attend advanced training every two years to understand the assessment for providing Early Help and Intervention
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Recruitment: we ensure we practice safe recruitment in line with Government guidance by using at least one NCSL accredited recruiter (Chair person & or Vice- chair) on all interview panels.
- Applicants for posts within the playgroup are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks with the Disclosure and Barring Service before posts can be confirmed. 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 the enhanced disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the playgroup or has access to the children.
- We ask staff if they live in the same household as another person who is disqualified when they complete their on going suitability form and would contact Ofsted to assess suitability before their position can continue/be confirmed.
- All staff and volunteers will be made aware that all safeguarding matters should be treated confidentially and should only be discussed with the designated safeguarding lead or by contacting GSCB directly.

- Everyone in the setting are aware that any safeguarding matter will be treated with confidentiality ensuring there is trust between the people/children concerned.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern and would inform the disclosure and barring service.
- We have procedures for recording the details of visitors to the playgroup and ask them to sign a snapshot of our safeguarding policy.
- We take security steps to ensure that we have control over who comes into the playgroup so that no unauthorised person has unsupervised access to the children.
- Volunteers do not work unsupervised.
- Volunteers receive a safeguarding introduction, making clear that the manager is the Designated Safeguarding Lead.
- Only a DBS checked member of staff is allowed to take a child to the toilet or change their nappy.

### **Responding to suspicions of abuse**

- We acknowledge that abuse of children can take different forms, categorised by the government as- physical, emotional, and sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through changes in appearance, their behaviour, or their play.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the Designated Safeguarding Lead. The information is kept in a separate locked confidential file.
- Staff within playgroup takes care not to influence the outcome either through the way they speak to children or asking questions of children.

### **Allegations against staff**

- Ofsted are to be informed first. Parents may approach Ofsted directly at any stage of a complaints procedure.
- We ensure that all parents know how to complain about staff or volunteer action within the playgroup, which may include an allegation of abuse. (Complaints Policy)
- Concerns or complaints about abuse can be put in writing to the manager and/or the Chair of the management committee. A record is kept in the Complaints Summary Record and the manager and committee follow the stages of complaint as listed in the Complaints Procedure Policy.
- We follow the guidance of the Gloucestershire Safeguarding Children's Partnership when investigating any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff (whistleblowing) 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 the Local Authority's Designated Officer for Allegations (LADO) to investigate. **01452 426994**

- We co-operate entirely with investigation carried out by social services in conjunction with the police.
- Where the Management Committee and Social Services agree that it is appropriate in the circumstances, the Chairperson will suspend the member of staff on full 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.
- Where a member of staff or a volunteer is dismissed from the playgroup or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.
- We would make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

## Training

We seek out training opportunities for all adults involved in the playgroup 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.

- We ensure that all staff know the procedures for reporting and recording their concerns in the playgroup and these are revisited every term.
- We ensure that every member of staff and volunteer, knows the name of our Designated Safeguarding Lead and have received an induction within their first 7 days of employment.
- **We ensure that all staff have read Keeping Children Safe in Education and sign to say they have annually.**
- Staff safeguarding training is reviewed annually and group training is done termly.

## Planning

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left open or they are kept within the room but apart from the other children.

## Curriculum

- We introduce key elements of safeguarding into our programme to promote the personal, social and emotional development of all children, so that they can grow to be strong, resilient, and listened to and so that they develop understanding of why and how to keep safe.

- We create within the playgroup 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 children know there are adults in our setting whom they can approach if they are worried.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

## 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.
- Gives reassurance that she/he will take action.
- The member of staff does not question the child.

## Recording suspicions of abuse and disclosures

Staff makes 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.
- The name of the person to whom the concern was reported, with date and time.
- The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file, in a locked location.

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

Where the DSL has a concern and is unsure about how to proceed they would contact the **MASH Tel: 01452 426 565** or the community social work team **01452 426263**

In cases where the DSL is clear that a social work assessment is required, they make a referral to:

**MASH Tel: 01452 426 565**

## 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 Gloucestershire Safeguarding Children's Partnership 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 Gloucestershire Safeguarding Children's Board.

## **Support to families**

- The playgroup takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The playgroup 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 local social services department.
- The playgroup continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Gloucestershire Safeguarding Children's Board.
- We follow the Safeguarding Plan as set by the social services department in relation to the playgroups designated role and tasks in supporting the child and family, subsequent to any investigation.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.
- We share with parents our Safeguarding Policy

## **Related Setting Policies**

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as child health and safety, bullying and a range of other issues, for example: arrangements for meeting the medical needs of children, providing first aid, setting security, nappy changing, drugs and substance misuse, etc.

There may also be other safeguarding issues that are specific to the local area or population

## **Promoting health and wellbeing**

One aspect of safeguarding children, is promoting their good health and wellbeing. High standards of hygiene and cleanliness help to prevent the spread of infections and illnesses in our setting. Procedures for administering medication and supporting children with medical needs or who appear unwell during the day can be found in summary below, and in more detail in part of our Health and Safety Policy.

## **Administration of Medication**

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- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents/carers give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff member administering medicine and witnessed by another member of staff. Parents sign the record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, we will endeavour to provide individual training for the relevant member of staff by a health professional. If this is not possible the setting reserves the right to not accept responsibility to administer said prescribed medication.
- For children with life threatening conditions, requiring medication (such as epi-pens and inhalers) they will only be admitted to playgroup, outing or visit if their medication accompanies them.

### **Administration of First Aid**

Our staff have received First Aid training and are aware of basic first aid techniques. Should a member of staff need to administer first aid to a child, they would ensure that another member of staff is aware of the action being taken. Parents would always be informed when first aid has been administered.

In identifying any allergies when children first register, practitioners can prevent contact with allergenic substances

### **Acceptable Use Policy/ E-Safety**

E-safety is more than IT alone, it includes all electronic/digital equipment used in the setting, including personal electronic equipment and social media sites.

We ensure that quality of care is never compromised through use of information and communication technology (ICT).

As a setting we have signed up to the GSCP website for notification of updates, including e-safety.

As part of our commitment to safeguarding children and adults personal information about children and their families is stored on a password protected computer.

### **Mobile Phones/Cameras/Smart watches/Photographs**

The setting has policies and procedures in place with regard to the use of mobile phones,

cameras and all electronic devices with imaging and sharing capabilities in the setting and on visits. Staff phones are stored in a cupboard and visitors are reminded of our mobile phone policy. Smart watches are turned off or turned onto airplane mode

Photographs of children are only taken on the setting's camera, memory cards are deleted and no digital copies are kept once printed on the setting's printer.

### **Internet**

Photographs that are taken for use on the website (outside the setting) are taken with both the child's and parents written consent.

### **Managing Behaviour**

All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

Our Behaviour Management policy sets out detailed strategies for responding to children who engage in inconsiderate behaviour. It is an offence to use corporal punishment in our setting.

We may use physical restraint, such as holding, only to prevent physical injury to children or adults and/or serious damage to property. In line with EYFS 2021, we keep a record of any physical intervention applied and the child's parents/carers are informed on the same day.

### **Nappy Changing**

Children have a right to privacy/dignity when staff are meeting their needs.

As far as possible, nappy changing procedures will be carried out by the child's Key Person

Staff are trained in good working practices which comply with Health and Safety regulations as set out in our toilet and nappy changing policy. Only staff are allowed to take children to the toilet or change nappies. It is important that children are changed in a reassuring and caring way by their Key person or another member of staff they have a close relationship with, and it is important that we signal our intention to change a child's nappy and ask for the child's consent, as appropriate for their development. That means we do not give children the message that just anyone can pick them up, take them off and undress them.

Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the designated safeguarding lead immediately

Risk Assessments are completed for Toileting and Nappy Changing procedures

Staff always let colleagues know when they are changing a child in the toilet and the door is to be left open

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## **Outings (See Health and Safety Policy)**

Our staff take particular care when supervising children on trips and outings, where the setting is less formal than the playgroup building. We ensure staff's behaviour remains professional at all times and stays within clearly defined boundaries.

A risk assessment is completed ahead of the outing and shared with all staff.

## **Whistleblowing**

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. We have a clear whistleblowing policy and clear procedures in place for dealing with allegations against staff, which are in line with Gloucestershire Safeguarding Children's Partnership.

## **Prevent Duty**

To protect and safeguard young children and families deemed at risk of radicalisation, with the intent to prevent them from being drawn into terrorism. As from July 1<sup>st</sup>, 2015 it is a legal requirement for All Early Years Providers to have in operation a Prevent Duty of Care Policy.

Northleach Playgroup is committed to providing a secure environment for children. The prevent duty of care forms part of our wider safeguarding responsibilities in keeping children safe from harm by understanding the prevention of radicalisation. We aim to provide a broad and balanced early years curriculum, delivered by skilled professionals, so that our children understand and become tolerant of difference/diversity and also to ensure that they thrive and feel valued and respected as individuals. We recognise that if we fail to challenge extremist views, we are failing to protect our children.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology, but staff will be alert to changes in children's behaviour, which could indicate they may be in need of help or protection. These behaviours can be evident during free play, group activities, role play and quiet times such as story time or one to one/small group activities. Quiet times are often when children will make disclosures, as they might be closest to their key person or another member of staff. People from any walks of life can be drawn into radicalisation and not necessarily from a particular religion or ethnicity. Dress codes and certain terminology/ phrases used by some communities are not indicative factors that they are at risk of being radicalised. Terrorism is not promoted by any religion. The

Prevent duty does not require childcare providers to carry out unnecessary intrusion into family life but we are required to take action when we observe behaviour of concern.

As part of their wider safeguarding responsibilities, staff will be alert to:

- Disclosures by children of their exposure to the extremist actions, views or materials of others outside of the setting, such as in their homes or community groups.
- Graffiti symbols, writing or art work promoting extremist messages or images
- The fact that children can be exposed to extremist material online, including through social networking sites
- Parental reports of changes in behaviour, friendship or actions
- Local authority services and police reports of issues affecting children in other local schools or settings
- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference. Whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture.

Where there are concerns of extremism or radicalisation staff will make use of our internal safeguarding systems to raise any issue in confidence. If there is an immediate risk, police will be contacted on 999. All other concerns should be referred to the Children's Services Referral Hub or MASH. The Counter Terrorism Security Advice Number is 01483 639871.

### **Child Sexual Exploitation, Female Genital Mutilation, Forced Marriage, Domestic Abuse, Parental Mental Ill Health And Substance Abuse**

Staff attend 'Working Together to Safeguard Children' and Refresher courses as appropriate to ensure that their safeguarding training is up to date. The courses cover the above areas and staff are aware what the above terms mean, who is vulnerable, how to recognise possible indicators and what to do if they are worried.

### **Female Genital Mutilation (FGM)**

Female circumcision is illegal in the UK and it is an offence to take UK nationals or permanent UK residents abroad to aid, abet or carry out FGM abroad. All agencies have a statutory responsibility to safeguard children from being abused through FGM. If you are concerned that a girl is at risk of FGM this is a child protection issue and must be documented and reported to Social Care and or the police.

Who is vulnerable to FGM?

- Any young person who comes from a culture where FGM is routinely practised including Kenyan, Somali, Sudanese, Sierra Leonean, Egyptian, Nigeria and Eritrean.
- Girls between the age of 0 -15 (3 – 5 is the most common)
- Families where mother has had FGM
- Families where older siblings have had FGM

Recognising FGM can be very difficult and there are two things to consider:

- Is the child at risk of FGM or 2) has FGM already taken place?

If the child is at risk of FGM, we may identify that they:

- Are not attending playgroup
- Are returning to their home country for an extended period
- Are talking about a family celebration/coming of age
- Are being given gifts and a special party.

A child who may already have had FGM done may:

- Spend long periods of time in the toilet
- Have lots of urinary infections
- Be unable to take part in physical activities

If a child is at immediate risk of being removed from the country, or for FGM to take place in the UK, we will contact the police. All other concerns will be referred to Children's Services Referral Hub, or MASH.

## **Physical Intervention**

Staff use positive handling. Some examples of this are:

- giving guidance such as helping hold a paintbrush or use the climbing frame
- providing emotional support such as placing an arm around a distressed child
- providing physical care such as first aid or toileting.

Restrictive physical intervention will only be used when a child is injuring (or about to injure) themselves/another person or is damaging (or about to damage) property. Where it is judged necessary to use restrictive physical intervention, staff should:

- Aim for side to side contact (reducing risk of being kicked)
- Be aware of head positioning to avoid head butts

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- Keep their backs as straight as possible
- Hold children by their “long bones” avoiding joints where pain/damage are most likely.
- Avoid holding a child around chest cavity/stomach, thereby restricting ability to breathe.

Any use of restrictive physical intervention will be recorded within 24 hours on a form in the Accident/Incident book and signed by the parent/carer. If a parent/carer has a concern about any incident, they should speak to the DSL or Deputy DSL. Staff who are concerned about the actions of a colleague should refer to the whistle blowing section of this policy.

## **Operation Encompass**

Operation Encompass commenced in Gloucestershire in 2020 and its purpose is to **support children and young people who are affected by domestic abuse**. Witnessing or experiencing domestic abuse is really distressing for a child or young person, who often see the abuse, hear it from another room, see a parent’s injuries or distress afterwards, or can be physically hurt by trying to stop the abuse.

As a result, following any domestic abuse incident being reported to the police, the Police will make contact with one of the Education Researchers within the Gloucestershire Multi-Agency Safeguarding Hub (MASH), who will then on behalf of the police communicate relevant, necessary and proportionate information to nominated school staff. This will ensure that the school is made aware at the earliest possible opportunity and can subsequently provide support to children in a way that means they feel safe and listened to.

Each setting has members of staff who have been fully trained in liaising with police and Children’s Social Care when required, and will ensure that the necessary support is made available to the child or young person following the notification of a domestic abuse incident.

This project demonstrates the Playgroup's commitment to working in partnership to safeguard and protect children, and to providing the best possible care and support for our pupils.

If you would like to speak to someone further about the project or require further information, please contact our **Designated Safeguard Lucy Harrison**. Please be aware that this is a police led project and therefore any complaints that you have regarding this process must be directed through the police complaints process.

### **Related links:**

- [Operation Encompass](#)
- [BBC Victoria Derbyshire clip](#)
- [Gloucestershire Domestic Abuse Support Service \(GDASS\)](#)

### **Substance Abuse**

Our policy is to provide a safe and healthy playgroup environment, free from the use of illegal drugs and abuse of alcohol. We expect employees, parents/carers and visitors to abide by the following rules:

- Employees, parents/carers and visitors must not consume alcoholic beverages or take illegal drugs on our premises.
- Employees must not report to work under the influence of drugs or alcohol. Any employee who violates this policy will be disciplined. This may include termination, even for a first offence.
- Parents/carers and visitors under the influence of drugs or alcohol will not be allowed onto the premises.

Members of staff will not discharge any child into the care of a parent/carer who is believed to be under the influence of drugs or alcohol. The playgroup will discuss with the parent/carer if alternative arrangements can be made, for example asking another parent/carer to accompany the child home.

If parents/carers or visitors are suspected of being under the influence of drugs or alcohol on playgroup premises, staff will attempt to maintain a calm atmosphere and request that the person/s leave the premises. A member of staff may call for the assistance of a second adult and/or the police, if necessary.

All members of the Committee, Staff or Students are in a professional position and are responsible for the care and education of children. Therefore, when representing the playgroup at playgroup events, they must not engage in activities which might bring the playgroup or its associated staff into disrepute (such as use of illegal drugs or excessive alcohol).

## Safe Eating

- Information is gathered before a child starts about dietary requirements and any allergies are recorded on a sheet in the kitchen for all staff to see with the child's name and picture.
- All staff have food hygiene training
- At least 1 staff member will always be present when children are eating and will not leave the table until the last child has finished.
- Lunchboxes are checked for choking hazards, for example grapes, sausages and will be cut in the correct way
- Children are supervised closely and encouraged to eat slowly and carefully, they are not allowed to wonder around when eating and have to have finished their mouthful before they leave the table.
- All staff are first aid trained and know how to help a choking child

***This policy cross references related setting policies and other protocols:***

Behaviour Management (including bullying and guidance on positive handling) Policy

Complaints Procedure Policy

Confidentiality Policy

Contacting Ofsted Policy

Equality and Diversity Policy

Updated Sept 2024



- Health and Safety Policy
- Mobile Phone, Personal calls, Recording Electronic Devices and Social Networking Policy
- Nappy Changing Policy
- Parent Involvement Policy
- Recruitment of Ex-Offender's Policy
- Settling in Policy
- Staffing and Employment Policy
- Storage and Handling of DBS Policy
- Use of Photographs Policy
- Whistle Blowing Policy
- Work Experience Policy

Signed \_\_\_\_\_

Role of signatory \_\_\_\_\_