

Llandrindod Wells C.P.School ~ Cefnlllys

Cefnlllys Pre~School Provision



Pre-School Provision Policies

Updated: May 2019

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Statement of Purpose



Pips Bach's aim is for each child to reach their full potential in all areas of development. We provide a warm, caring, inclusive environment and provide fun, engaging activities that support and extend our children's potential. Children are the central focus for us and are cared for by a team of experienced professionals.

We deliver the Foundation Phase curriculum, a progressive framework which spans from the age of 3-7 years old, which promotes holistic educational provision through 'play'. Through play, children practise and consolidate their learning, over 7 areas: Mathematical development; Language, Literacy and communication; Physical development; Personal, Social, Cultural diversity and well-being; Welsh Language development; Knowledge and Understanding of the World; and Creative development. The development of the children's wellbeing, self-image and feelings of self-worth and self-esteem are at the core. They will experience playing and experimenting with ideas, solving problems, taking risks and make decisions individually, in small and in large groups. A Foundation phase profile (FPP) is completed on entry (within the first 6 weeks) using observations during structured and incidental play opportunities to identify areas of development that require support or extending. This information is then used to inform weekly planning of activities, both indoors and outdoors, and to provide our children with varied learning experiences focused on their stage of learning. Both Indoor and outdoor environments are supervised at all times and offer fun, exciting and stimulating activities to promote the children's curiosity and independence to explore and learn through first-hand experiences.

We teach through the medium of English with an element of our Welsh language. We are an inclusive setting and all children and adults are respected regardless of their nationality, gender, ethnicity, sexuality, disability, religion, age, marital status and social

class. We have positive behaviour management strategies which promotes clear, consistent expectations through role modelling. Positive behaviour is celebrated through praise and rewards.

We have excellent links with our main feeder school – Cefnlllys which helps to aid transition into full time education. Estyn recently identified this as 'Good' – *“Procedures for induction and the transition to nursery education are well managed. Arrangements to share assessment information are effective. The setting has positive links with community organisations that support children’s learning.”*

We offer the provision for 3-5 year olds over 2.5 hours a day (Mon – Thurs) term time only. We are a school-based setting run by the Head Teacher, a governing body which includes a setting named governor and are local education authority (LEA) monitored. We can offer provision for up to 16 children. Places are organised through our local authority admissions team (please see contact details below). Once accepted, the child is expected to attend the sessions allocated. If the child is unwell or will be absent it is good practice to let the setting staff know. If the child does not attend for 10 consecutive sessions or more without notification as to why, parents/carers will be contacted by the LEA for confirmation that they still require their place. On entry the parent/carer will be required to fill out and sign a contract of care. This provides the setting with all the information that they may need, for example: named adults will be allowed to collect the children. Please note that children will not be allowed to leave with an unknown adult unless we have previously been informed. We follow the All Wales Child Protection and Safeguarding procedures. Information regarding our setting child protection officers, which includes their names and contact details, are displayed on entry in our setting entrance hallway and also on our exit door (main school reception hall).

We are also monitored by CIW (Care Inspectorate Wales) and comply with the National Minimum Standards; and ESTYN (Inspectorate in Education and Training). Setting staff consist of a Setting Leader and Setting Assistant. We also have a relief worker and a 1:1 support worker when required. All staff attend training relevant to their post or identified need highlighted through supervision or staff development plans. We have strong links with numerous outside agencies. Our setting is fully inclusive but if we identify additional learning needs for individual children, we may refer to a relevant agency for additional support.

We continuously evaluate our care standards, provision and leadership and annually identify targets for improvement. These are identified by all stakeholders and aims and progress recorded.

It is important to us that parents/carers feel a part of our setting and are as well informed as possible. Our annual Quality of Care Report written by the setting leader, provides information on the quality and safety of our service. This is sent out via email to parents/prospective parents and carers, and is also available to look at on our setting

information board. It provides information about our setting evaluations which include our annual parent and child questionnaire responses and setting development plan progress. We have an open-door policy for parents to have informal chats whenever they feel necessary. We have a private Facebook page which provides information about activities, setting events, photos and rare emergency closures (school closures are also announced on the Powys school closures page on their website). We also share the school's website, SCHOOP channel and Twitter page. We inform parents/carers on the day's activities using a white board which is taken over to the exit hallway. In our setting we have a target board where each child has a target identified through their FPP data or setting observation, and a wow tree which celebrates the children's individual achievements – all available for parents/carers to look at. We also send individual development reports out on leaving.

Parents are signposted to our policy document (available on request) in the settings parent handbook which can be downloaded from our school website:

<http://www.cefnllys.powys.sch.uk> Policies are reviewed annually and updated as needed. All policies and procedures are read and signed by all staff and leadership. The setting completes health and safety audits annually, risk assessments when needed and adheres to food hygiene standards monitored by FSA (current rating 5).

Together with our equal opportunities policy, illness exclusion times, our behaviour management policy and child protection and safeguarding policy in our handbook you will find our complaints and compliments procedure. Parents are asked to read the handbook and download for reference if needed.

To register a place please contact:

<https://customer.powys.gov.uk/article/3810/Apply-for-Pre-School-3-and-4-yr-olds>

For more information please contact Pips Bach on telephone: 01597822297 or alternatively pop in to see us at: Cefnlllys County Primary School, Cefnlllys Lane, Llandrindod Wells. Powys. LD1 5WA.



This is the introduction to our Parents Handbook:

Dear Parents,

Welcome to Llandrindod Wells C. P. School ~ Cefnlllys Pre-School Setting – Pips Bach. Our priority is for your child to be happy during their stay, whilst engaged in a planned rota of enjoyable activities, which will enhance pre-school development. We hope to develop a partnership with you in Pre-School, which hopefully will continue to flourish in the main school, therefore encouraging the best possible progress and development in your child.

In this booklet you will find all the information that you will require regarding the setting in addition to the agreed policies under which the setting will run.

For any further information you can come in and talk to M/s Dawn Lewis (Setting Leader) or Mrs Julie Hampton- Saunders (Play Leader).

Headteacher.



REGISTRATION FORM & CONTRACT OF CARE

The following information is required to ensure your child's safety and well-being, and is needed before your child may be admitted:-

Child's Full Name: _____

Gender: Male Female

Name he/she likes to be known by: _____

Date of Birth: _____

Nationality: Welsh English Scottish Irish British Other

If other please specify

Position in family e.g. G B G _____

Names of Parents: Mother _____

Father _____

Home Tel No: _____ **Mobile Tel No:** _____

Address: _____

Post code: _____

E-mail address: _____

Work Address _____

Work Tel. No: _____

My child has the following allergies: (e.g. Sticky plasters, nuts, cow's milk, etc.)

My child has the following special needs or health concerns:

(It would be helpful to tell us, of any special needs such as hearing / speech difficulties, epilepsy, dietary requirements etc):

I give consent for the setting leader to contact the named Health Visitor if need arises:

Yes / No

I would prefer that my child does not participate in the following activities: (For religious or moral

reasons) _____

I give consent for the setting to share information with your child's feeder school and other professional bodies: Yes / No

Any other information of a significant cultural, ethnic or language nature, which you feel is important for us to be made aware of?

Is your child currently receiving any medical treatment or medication? YES / NO

If YES please specify: _____

Is your son/daughter allergic to any medication YES / NO

If YES please specify: _____

Does your child have any special dietary requirements? _____

I give permission for my child to be taken off premises for short walks to various points of interest in the locality:
YES/ NO

Arrival and Collection

I understand that my child will be delivered to the setting at the beginning of the session and will remain at the Pre-School setting until collected by a named adult. If this involves a taxi being used I understand that it is my responsibility for making arrangements with the taxi firm and to pay separately for that service.

In the event of illness/emergency I consent for any of the named contacts on this agreement to be contacted to collect my child. These named adults are as follows and I understand that they will have to provide evidence of identity if they are not known to the setting staff.

Named adults authorised for collection of my child:

_____ Relation to child: _____

_____ Relation to child: _____

_____ Relation to child: _____

Persons to be contacted in case of emergency:

Name: _____ Tel No: _____

Relation to child: _____

Name: _____ Tel No: _____

Relation to child: _____

If I require my child to be given medication by staff at the Pre-School setting I will provide the Play Leader with detailed instructions in writing along with the clearly labelled medication. I will also sign and date those written instructions.

I agree to ensure that my child is fit to attend the setting and not to bring them if they are unwell or possibly contagious. I have examined the Parents Handbook which gives details of required exclusion times in relation to particular illnesses and agree to abide by these requirements.

Name of Doctor: _____

Address & Tel No: _____

Consent for Emergency Treatment

In the event of _____ (child's name) requiring urgent medical treatment, I authorise Cefnlllys Pre-School Setting to contact a Doctor and give permission for any immediate medical treatment recommended by the doctor in attendance.

Signed: _____ **Date:** _____
(Parent/Guardian)

Name: _____
(Block capitals)

Please complete the table below to allow permission for the following:

	YES	NO
Are you happy for photographs/videos of your child to be taken when participating in school activities for internal school use?		
Are you happy for photographs/videos of your child to be used on the school social media sites (Twitter/Facebook etc)?		
Are you happy for photographs of your child to be shared on our private Facebook page?		
Are you happy for photographs of your child to appear in the media (local and national newspapers)?		
Are you happy for photographs/videos of your child to be used in publications and publicity materials for school and/or the local authority?		

I have read and understood the policy. I am also aware of the following:

- ***Websites can be viewed throughout the world and not just in the UK where UK law applies.***
- ***The press is exempt from the Data Protection Act and may want to include the names and personal details of children/adults in the media.***
- ***I/we will discuss the use of photographs/videos with our children to obtain their views, if appropriate***
- ***As the child's parents/guardians, I/we agree that if we take photographs or video recordings of our child/children which include other children we will only use these for personal use.***
- ***I understand that I do not have consent to use photographs of any child other than my own in any way, including but not limited to posting them on social media.***

Sign: _____

I have read and understood the above contract along with the Pre-School Setting's 'parent's handbook' (available to download on the school website: Llandrindod C P School) that details all the Pre-School Setting's policies and procedures. The information I have given is correct to the best of my knowledge. Should there be any changes to the information given in this document then I will notify the Setting Leader immediately in writing. I agree to abide by the terms and conditions of this contract and those laid out in the parent's handbook. I also understand that action may be taken should my family or I fail to abide by these terms and conditions.

Sign: _____

Our GDPR Privacy Notice is available to download on our school website or alternatively you can request a hard copy from the setting leader. Please confirm that you have read and understood this information:

Sign: _____

Our Safeguarding and Child Protection Policy is available to download on our school website, or alternatively you can request a hard copy from the setting leader. Please confirm that you have read and understood this information:

Sign: _____

Other Information:

I understand that my child will be expected to behave within expected parameters whilst in the setting, taking into account his/her age and ability, and that concerns with behaviour will be brought to my attention immediately. Further detail regarding behaviour can be found in the Behaviour Policy which can be found in our policy booklet (available on our school website).

If additional sessions are available, there will be a fee of £7 these charges will apply unless a 24 hour notice is given for absence.

If you book and claim any free hours at this setting and then alter any of the agreed sessions to another provider, it may affect our funding. The School reserves the right to recoup any losses by charging £10 for each session lost until they are taken up by another child.

I am aware that the Welsh Government will fund up to 10 hours per week in the setting from the beginning of the term following my child's third birthday until my child access full time education. I will be made aware of how to apply for this by the Setting Leader.

I am assured that the setting will be run on a totally inclusive basis and that it will ensure equal opportunities for all. The Equal Opportunities policy can be found on page 26 of our policy booklet.

I am also aware of the procedures to follow in the event that I may have to make a complaint to the registered person and to the CIW. These details can be found in the Complaints Policy at the back of our Policy Booklet.

Signed: _____ **(Parent)** **Date:** _____

Signed: _____ **(Setting Leader)** **Date:** _____

Start date at Pre-School Setting: _____

Llandrindod Wells C.P. School ~ Cefnlllys



Admissions Policy

- Llandrindod Wells C.P. School ~ Cefnlllys Pre-School Provision is accessible to children who qualify for three-year-old funding.
- We are accessible to all carers and welcome people from all cultural, ethnic, religious and social groups with and without disabilities.
- To register a place please apply online at:
<https://customer.powys.gov.uk/article/3810/Apply-for-Pre-School-3-and-4-yr-olds>
- Each child with specific needs will be assessed individually and our ability to reasonably meet these needs.
- Informal visits to the group for parents/carers and children will be made prior to the offer of a place and admission. Parents/Carers along with the Play Leader will arrange the best way to settle their child within the group.
- We will monitor the gender and ethnic background of children joining the group to ensure no accidental discrimination is taking place.
- A contract of care will be filled in by the Parent/Carers and attention drawn to the equal opportunities, behaviour, medication, exclusion of sick children and confidentiality policies.

Llandrindod Wells C. P. School ~ Cefnlllys Pre-School Provision is run by the Headteacher and the School's Board of Governors.

For more information please contact:

Llandrindod Wells C. P. School Office - (01597) 822297

Opening Times: 8.45 a.m. – 11.15 a.m. (Monday – Thursday)

We are registered for 16 children in total for any one session.

Llandrindod Wells C.P. School ~ Cefnlllys



Parental Involvement and Settling in Policy

The Group will:

- Encourage parents and carers to visit the group as a family prior to registering.
- Welcome new parents and carers and help them to become familiar with the staff, routines and policies in place and therefore make certain that they and their child feel secure.
- Inform parents/carers at the initial meeting that there are policies and procedures in place to provide a quality environment for all involved.
- Offer a flexible approach to all parents/carers to allow for a settling in period when starting and for all concerned to become used to the group's routines and policies.
- Ensure that all parents/carers are aware of how any queries, complaints or ideas can be made.
- Provide opportunities for parents/carers to learn about the planned programmes of play-based learning and the importance of play in the child's development both in the group and at home.
- Welcome the contributions of all parents/carers.
- Involve all parents/carers in the progress of their child formally or informally and to work with them in sharing all records concerning their child.
- Ensure that all parents/carers are given the opportunity to talk and discuss personal matters relating to their child, in confidence.
- Make every effort to provide translation services or interpreters as needed for parents/carers whose first language is not that of the group.

Llandrindod Wells C.P. School ~ Cefnlllys



UNPAID FEES POLICY

General Requirements

The School will take all reasonable measures to collect unpaid fees. A debt will only be written off after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.

Normally monies become overdue 30 days after receipt of services. Any debt outstanding after this will be dealt with in the following way:-

First Formal Reminder Letter

The first reminder letter will be sent by royal mail
(Depending on the type of debt and the individual circumstances).

Second Formal Reminder Letter

If, within two weeks of the 'First Reminder' letter, payment has not been received, a second letter will be sent by recorded delivery.

Failure to Respond

If payment is not received after two formal reminders, the pupil will not be admitted to the setting until payment is made in full. Debt recovery procedures will be initiated if an agreed resolution cannot be agreed. This could include taking court action and seeking recovery through the appropriate enforcement channel. This would incur significant costs being payable in addition to any outstanding debt.

A log of correspondence and telephone calls and copies of all letters will be kept for legal purposes.

Llandrindod Wells C.P. School ~ Cefnlllys



Additional Needs Policy

The Group is committed to welcoming and including children with any form of additional needs (educational, emotional, physical and behavioural) and to supporting and involving them equally.

1. We will provide a range of activities and opportunities where all children, including those with additional needs can interact, learn about each other and form friendships.
2. The Play Leader will discuss with parents ways of meeting the needs of their child and will, where appropriate, apply for one-to-one support when funding can be identified.
3. Llandrindod Wells C.P.School ~ Cefnlllys Pre-School Provision will treat all children equally while respecting their individual needs and abilities.
4. Training of the staff and management will be undertaken in order to raise awareness of the needs of children with additional needs. This will form part of the Annual Training Review.
5. We will encourage and support specialist staff from disability organisations and people with disabilities to become volunteers and to seek employment, if appropriately qualified, to increase the knowledge and experience of the team and to provide positive role models.
6. In order to overcome fears or prejudice, regular users will be made aware of the needs of children with additional needs, provided that consent has been given from the parents/carers of those children.
7. Llandrindod Wells C.P.School ~ Cefnlllys Pre-School Provision is committed to improving/providing access and appropriate facilities for children with physical disabilities.

8. We have an inclusive philosophy and will not isolate children with additional needs. The individual needs of children will be considered when programme planning and the purchase of toys and other equipment takes place.
9. Where members of staff identify a child with additional needs, they will work with the parents/carers to help them recognise these needs and seek additional support from other agencies as necessary.
10. The privacy of all children will be maintained at all times, particularly when intimate care is being provided.

Llandrindod Wells C.P. School ~ Cefnlllys



Information sharing policy

Our setting is aware that parents have the right to know that the information they provide us about their child/ren is kept confidential. In the majority of circumstances, if information needs to be shared, the setting would get written permission from the parents.

In a situation where a child may be at risk or the family is under investigation, the setting is able to share the appropriate information to the authorities. This can be without consent from parents.

Sharing information to the appropriate personnel or authorities will only happen in the following circumstances:

- The setting feels that a child may be or could potentially be at risk from significant harm.
- To help a criminal investigation which would involve a specific child and their family

The setting will communicate matters about their children as often as possible through informal and formal meetings.

Parents are encouraged to speak to staff and the setting leader about any matters concerning their children.

Parents should be confident that all matters discussed about their child/ren at nursery are confidential.

All aspects to do with information sharing in our setting are in line with the Data Protection Act 1998.

For our full Privacy Notice visit the school website at <https://llandrindod-wells.secure-primarysite.net/policies/>

Llandrindod Wells C.P.School ~ Cefnlllys



Discipline and Behavioural Management Policy

Good behaviour and discipline are essential to ensure the smooth and safe running of the group. The foundation is provided for the development of morals and values whilst advocating acceptable behaviour in children. Adults involved in the group are aware of their role in promoting acceptable behaviour and will ensure that:

1. Acceptable Social behaviour is encouraged by staff/volunteers acting as role models and displaying considerate attitudes. Unacceptable behaviour will be quickly identified and dealt with positively. Reasons are always explained to the child involved and good behaviour is always praised.
2. Children will not be shouted at, verbally abused, intimidated, humiliated or shamed.
3. No physical punishment will ever be used or threatened. Shaking, slapping or smacking is not allowed.
4. The setting staff and volunteers will not use any form of physical intervention, e.g. holding, unless it is necessary to prevent personal injury to the child, other children, an adult or cause serious damage to property. Any incident will be recorded in the settings incident book and the Parent will be informed of the incident on the day in accordance with the settings 'incident policy'
5. In severe case of unacceptable behaviour 'time out' or loss of privilege will be used.
6. Those children who have recognised behavioural difficulties will be given extra support from Staff/Parents/Cares/Volunteers in the setting to help them manage their own behaviour.

7. Staff/Volunteers will be offered training as part of their personal development in how to manage behaviour effectively. This will include training on how to recognise the signs of bullying.
8. While petty 'tale telling' is not desirable genuine 'whistle blowing' on bullying and other unacceptable behaviour (as listed in the behaviour policy) is actively encouraged from children's and Parents.

Consequences

Wherever possible, minor incidents of poor behaviour are dealt with using the following methods where appropriate: Discuss in circle time, plan activities to rectify, use school scripts approach, Thrive strategies and Restorative Justice.

More severe incidents of or consistent poor behaviour is dealt with using the following progressive steps:

- 1) Verbal Warning
- 2) Time out
- 3) Inform Parents

Recording Incidents of poor behaviour/attitude

The setting leader has overall responsibility for behavioural management issues with support from the Responsible Individual/Head Teacher. The setting has an incident book which records severe incidents of poor behaviour. The setting leader will monitor the book and use the consequence procedure above as appropriate following each incident. At point two, additional internal support for the pupil will be sought. Support needed will then be explored and applied. Once point 3 has been used three times in three weeks, the Head Teacher will be invited to meet the parents with the setting leader to explore the way forward.

Children should not be left unsupervised when a consequence is being applied.

The ultimate sanction is exclusion, either permanent or over a fixed period. A decision to exclude a child should be taken only: -

- in response to serious breaches of the settings Discipline Policy and
- if allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Only the head teacher, or someone designated as acting head teacher for the time, has the power to exclude a pupil from school. Before excluding a child, the school should have attempted a range of alternative strategies to help the child.

Llandrindod Wells C.P. School ~ Cefnlllys



Outings Policy

It is the policy of Pips Bach to provide safe outings for children in our care as part of their learning experience, sharing the events with and involving, the children's parents/carers whenever possible.

We do this by:

- Linking outings to the topic/theme currently being delivered
- Completing a written risk assessment of the chosen venue and associated activities prior to the outing taking place (including a pre-visit as needed)
- Providing our insurers with relevant information in a timely manner.
- Maintaining records of transport needed/used.
- Informing parents of the proposed outing by displaying information on the notice board and by letters containing all the details and consent forms which are required to be returned at an agreed date.
- Inviting parents to participate in the outing and on acceptance, agreeing their responsibilities.
- Implementing an adult/child ration in line with the risk assessment and minimum in accordance with regulatory requirements:

2 – 3 years old	1 staff per 2 children
3 – 4 years old	1 staff per 4 children
- Ensuring all details for contacts and individual needs are taken on the outing and held by a named person.
- Ensuring at least two mobile phones are available:
 - For use by one named person
 - The number is known to all adults attending and appropriate contacts in the provision and attendant children's families.
- Maintaining a register of all attending, checking children are present at regular intervals throughout the outing, as well as at the beginning and end.
- Issuing on the day identification (including a mobile contact number) to be worn by all children.
- Operating a robust *children who are lost or missing policy and procedure*.

- Identifying and informing all adults attending of the named first aider who will carry a first aid kit and any appropriate equipment.
- Asking parents to supply any packed lunch/refreshments/drinks for their children in safe containers.
- Reviewing the success of the outing and amending the written risk assessment and any other documentation to improve future outing arrangements.
- Ask parents/carers to provide suitable clothing (i.e. if wet please bring wellies, raincoat etc, if hot and sunny please bring sun hats and suncream) also a spare set of clothes for children

Parents will be asked to make a voluntary contribution towards an outing where that outing is considered beneficial to the leaning and there is a charge made by the provider. If sufficient contributions are not made, the outing may not take place.

THE FOLLOWING PROCEDURES MUST BE CARRIED OUT IN THE EVENT OF AN EMERGENCY

- Where relevant, the emergency services will be contacted.
- Immediate contact must be made with the rest of the group.
- Assessment of the emergency and actions will be carried out.
- The Management will take lead professional role.
- Contact with the childcare setting will be made.
- Where relevant the Parents/Carers will be contacted.
- Where possible the rest of the group will return to the setting maintaining staff ratios.

IN THE EVENT OF A CHILD GOING MISSING DURING AN OUTING

- Immediate contact will be made with the rest of the group.
- The children will all be grouped together and remain in that group until being taken back to the setting.
- The Management will take lead professional role
- The children will be counted and the register called.
- Contact with the childcare setting will be made.

- Two members of staff will leave the rest of the group to search the surrounding area, each member of staff will have a mobile phone and a phone is to be left with the group.
- After a maximum of 10 minutes the emergency services will be contacted
- Parents/Carers will be contacted as soon as the police have been contacted
- All other children will be returned to the childcare setting.
- Spare staff will remain to search the area.

Sample Trip Letter

Dear Parents/Carers

We have planned an outing for the children to go to _____
on _____ If you wish your child to participate in this outing,
please complete the slip attached below and return it to school, no later than 7 days prior to
the outing.

Any child who does not have written permission from their Parent/Carer will remain in the
setting with another group / be unable to attend the trip.

Where all children are attending the outing and you do not wish your child to attend, there
will be need for you to arrange alternate childcare for that day. The setting leader will
endeavour to provide an alternative session for your child.

Please return the slip below indicating your preference.

I/We give our permission for my/our child/ren _____
To attend the outing to _____
On _____

I/We do not wish for our child/ren to attend the outing and have made alternative
childcare arrangements

Parent/Carer signature: _____ Date: _____

Llandrindod Wells C.P. School ~ Cefnlllys



Sun Protection Policy

At Pips Bach we acknowledge the importance of sun protection and want staff and children to enjoy the sun safely. We will work with staff and parents to achieve this through:

- Parents/carers will receive a letter explaining what we are doing about the sun protection and how they can help at the beginning of each summer term and during summer holidays.
- We will be ensuring all staff are aware and provided with information on sun safety, A copy of this is available in the main office.
- The staff to be aware and vigilant of the high exposure risk between 11am and 3pm, and to ensure shaded areas, and sunscreen are used.
- We have shaded areas within the outdoor play area i.e. gazebo and canopy
- We will be encouraging all staff to sit/play in the shade where it is available
- The children will have sunscreen applied (min factor 30+) before going out into the sun.
- All children will be required to wear a hat during the summer months.
- Children will be encouraged to apply their own sunscreen with the help of mirrors and staff, if they are old enough to do so.
- Parents/carers are requested to provide sunscreen for their child, if no sunscreen is provided, the setting leader will provide the sunscreen. Parents must advise staff if their child has any known allergies to sunscreen.
- Organised activities will make use of the shade available

Sun Protection Procedure

Consider sun protection when planning all outdoor activities from April to September (The sun is strongest at this time of year).

Shade

- Use the shaded areas Gazebo/canopy within the outside area
- Ensure seats and equipment are moved into the shaded areas.
- Organised activities/planning to make use of the shade available
- Outdoor activities and events are planned to ensure minimum risk of heat/sun between 11am – 3pm will be avoided, where possible and appropriate.

Clothing

- Children are encouraged to wear their hats when outside
- Spare hats are available for children who forget their own.
- Children are encouraged to wear suitable clothing e.g. tops that cover their shoulders, light, breathable clothing.

Sunscreen

- Sunscreen with a SPF of at least 30+ with UVA & UVB protection, to be applied prior to using the outdoor play area.
- Children will be encouraged to apply their own sunscreen with the help of mirrors and staff, if they are old enough to do so.
- Each parent/carer is encouraged to bring in sunscreen labelled for their child.
- Parents/carers understand the importance of sun protection through receiving newsletters and sun policy.
- There is a stock of sunscreen for children who forget/cannot afford their own
- Inform parents/carers when the children have had sunscreen applied. (In case of allergic reactions)

Llandrindod Wells C.P. School ~ Cefnlllys



Medication Policy

Legally we are not compelled to administer medication to children because of the risks involved and the possible legal consequences. However, it is our policy, wherever possible, to assist children and parents by administering medicines if the Setting Leader concerned is happy to do so.

The Cefnlllys Pre-School Provision does impose certain conditions before it will administer medicine to the children in its care.

- Parents must sign a consent form stating the type, frequency and the dosage of medicine to be given to the child whilst in day care.
- The medication itself must be clearly labelled with the child's own name.
- If the date on the bottle/packaging has expired we will not administer the medication.
- Parents must hand the medication directly to the Setting/Play Leader.

Medicines will be kept in a locked safe place in the playroom and will be accessed by the setting leader at the relevant times. Inhalers will be kept within the room at all times.

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Equal Opportunities Policy

As part of Llandrindod Wells C. P. School – Cefnlllys we are fully committed to the active promotion of equality of opportunity for all children and families who access the provision.

Admissions

The individual needs of each child and family wishing to join the setting will be considered; a first come first served basis.

Parents Role within the setting

The setting will encourage the involvement of parents/carers by making them feel welcome and by respecting the differences in families, their language, religion and culture and by encouraging them to contribute in whatever way they can.

The setting will ensure that all families have an equal opportunity to be involved. Any information written or spoken will be clearly communicated as appropriate. All parents/carers and staff will be encouraged to understand the effects of stereotyping and discrimination and any discriminatory remarks will be challenged.

Children in the setting

The setting will ensure that all children are respected and their individuality and potential recognised, valued and nurtured. Children with additional needs will be provided for wherever possible.

The children will be given opportunity to learn to respect cultures, languages and celebrations other than their own. Children will be given opportunities to explore, acknowledge and value similarities and differences between themselves and others. Children with special needs will be included in the group. Any discriminatory remarks or behaviour will be challenged and children will be encouraged to understand the effect of any such remarks or behaviour.

Resources

Books, posters and all resources will be checked regularly to ensure they positively, and accurately reflect a culturally diverse society. Both boys and girls will have the opportunity, and be encouraged to use all activities.

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Health and Hygiene Policy

The setting will promote a healthy lifestyle and a high standard of hygiene in its day-to-day work with children and adults. This will be particularly prioritised in the following areas:-

- Food
- Outdoor Play
- Illness
- Hygiene

Food

The setting will observe Welsh Government Healthy Schools Guidelines regarding food hygiene, registration and training. All snacks provided will be nutritious and due attention paid to the children's particular dietary requirements.

When cooking with the children as an activity, adults will wear appropriate clean clothing and wash their hands before handling food and the children will be encouraged to do the same. Cooking activities will be a time to promote healthy eating habits and extend the children's understanding of a healthy diet.

Outdoor Play

Children will have the opportunity to play outdoors throughout the year. They will be encouraged to bring wellies and coats or sunhats and sun cream depending on the time of year.

Outdoor play will include the use of climbing equipment, bikes, scooters, trikes, balls, bats, hoops and bean bags. As well as an opportunity to go for walks around the enclosed school grounds.

Illness

Parents/carers will be asked to keep their children at home if they have any infection/illness, and to inform the group as to the nature of the infection/illness so that the group can alert other parents/carers and make careful observations of any child who seems unwell.

Information regarding exclusion periods for the common communicable diseases are available to parents/carers in their handbook.

Parents/carers will be asked not to bring into the group any child who has been vomiting or had diarrhoea until at least forty eight hours has elapsed since the last attack.

If the children of staff are unwell, they will not accompany their parent/carer to work in the setting.

Cuts or sores, whether on adults or children, will be covered with sticking plaster or other dressing.

The setting will have at least one member of staff on duty at all times who has the appropriate first aid training.

The setting will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be in sealed packages and the dates checked regularly.

Hygiene

To prevent the spread of infection adults in the setting will ensure that the following good practices are observed: -

Personal Hygiene

- Hands are washed after using the toilet
- A box of tissues will be available and children encouraged to wipe and blow their noses and dispose of the tissues appropriately.
- Children will be encouraged to cover their mouths when coughing or sneezing.
- There will be a minimum of one toilet and one hand basin available per ten children.
- Paper towels will be available and disposed of appropriately.
- Hygiene rules related to bodily fluids will be followed with particular care, and all staff and volunteers will be aware of how infections, including HIV infection, are transmitted.

Cleaning and Clearing:-

- Spills of blood, vomit or excrement will be wiped up and flushed down the toilet.
- Disposable gloves will be used when cleaning up spills of body fluids.
- Floors and other affected surfaces will be cleaned using antibacterial spray.
- Fabrics contaminated with bodily fluids will be thoroughly washed in the washing machine.
- Spare clothes will be available in case of accidents and plastic bags or nappy sacks will be used to wrap soiled garments.
- Nappy disposal bins will be used to dispose of nappies and wipes.

Food

Adults in the setting will: -

- Always wash their hands under running water before handling food.
- Not be involved in the preparation of food if suffering from any infections/ contagious illness or skin condition.
- Ensure the kitchen area is free from contamination, e.g. rodents, flies.
- Never smoke in the kitchen or any other part of the building.
- Never cough or sneeze over food.
- Prepare raw and cooked foods in different areas.
- Keep food covered and either refrigerated or piping hot
- Keep perishable food/drink at the appropriate temperature.
- Ensure waste is disposed of properly and out of the reach of children. Keep a lid on the bin and wash hands after using it.
- Wash fruit and vegetables thoroughly before use.
- Any food or drink that needs heating will be heated immediately prior to serving and not left standing.
- No food or drink will be reheated
- Tea towels will be kept clean and washed regularly
- All utensils will be kept clean.

Recommended exclusion times in case of illness

Disease	Exclusion time
Chicken Pox	Children should be kept at home for a minimum period of six days from the onset of the rash.
Conjunctivitis	Children should be kept at home whilst the eye is still sticky/discharging and for 24 hours following the start of treatment.
Sickness & Diarrhoea	In all cases children should not be sent to the Pre-School Setting until they have been completely free from sickness and diarrhoea for at least 48 hours.
German Measles	A minimum period of exclusion for four days from the onset of the rash.
Hand, Foot and Mouth	Children should be kept at home until the lesions have gone from the mouth and hands.
Impetigo	Children should be kept at home for a period of 48 hours from the start of antibiotic treatment or until the skin has healed.
Measles	Minimum period of exclusion of seven days from the onset of the rash.
Mumps	Children should be kept at home until the swelling has subsided – a minimum of seven days.
Pediculosis (infection of the hair with lice)	Children should be kept at home until treatment has been completed.
Scabies	Exclusion until adequate treatment of the child has been instituted by the GP.
Threadworm	Keep at home until the treatment has been given.
Thrush	Keep at home until the treatment has commenced.
Ringworm of the body	Exclusion not necessary – treatment advisable.
Ringworm of the feet (athlete's foot)	Exclusion not necessary – treatment advisable.
Verrucae	Exclusion not necessary.
Whooping Cough	Minimum period of exclusion is 21 days from onset of cough – reduced to 5 days if given antibiotics.

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Healthy Eating Policy

We promote healthy in accordance with Welsh Government Healthy Schools Guidelines and encourage social skills during snack times. It is our aim to foster and encourage an interest in healthy eating amongst the children.

All drinks will be either milk or water. Fresh drinking water will be readily available to the children at all times during the operation of the Setting.

Food supplied by the Setting will be stored appropriately i.e. refrigerated.

Staff will be fully aware of the specific dietary requirements of children and other staff. This information will be taken from that contained within the parent contract. Should there be any changes to the information parents give when originally completing this contract then it is their responsibility to inform the Play leader of such changes as soon as possible.

In order that we can fulfil our commitment to healthy eating it will be necessary to limit the consumption of chocolate on the premises. Chewing gum and bubble gum will be prohibited for health and safety reasons. We therefore ask that parents do not provide their children with such items unless there is a specific dietary requirement to do so. In this case, parents should consult with the Setting Play leader in advance.

It is important that parents adhere to this to ensure the welfare and good health of their child as incorrectly stored food and harbour dangerous bacteria.

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Confidentiality Policy

The setting's work with children and families will mean dealing with confidential information. To ensure that all who use and work in the group can do so with confidence, confidentiality will be respected in the following ways: -

- Parents/carers can have access to any files and records of their own children on request, but will not have access to information about any other children.
- Staff should not discuss individual children, other than for the purposes of curriculum planning/group management with anyone other than the parents/carers of that child without their permission.
- Information given by parents/carers to the Setting Leader should only be passed onto staff involved in the care of that child and not to other adults outside of the staff group without their permission.
- Any anxieties or evidence relating to a child's personal safety should be kept in a confidential file and should only be shared with the staff responsible for their care, and the group's manager.
- Issues to do with the employment of staff, whether paid or unpaid, should remain confidential to the people directly involved with making personnel decisions.
- Students on recognised courses or work experience will be made aware of the groups confidentiality policy and required to accept it.
- The safety and well being of the children will be of paramount importance.

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CHILD PROTECTION /SAFEGUARDING POLICY AND PROCEDURES

1. Introduction

The setting fully recognises the contribution it makes to child protection. The policy is written in accordance with the relevant Land WG guidance including Safeguarding Children Working Together under the Children Act 2004 guidance and the Welsh Government circular 05/2008: Safeguarding Children in Education.

There are three main elements to our policy:

- Prevention through the teaching and pastoral support offered to pupils;
- Procedures for identifying and reporting cases, or suspected cases of abuse. Because of our day to day contact with children/young people, setting staff are well placed to observe the outward signs of abuse; and
- Support to those pupils who may have been abused.

This policy applies to all staff and volunteers working in the setting. It is recognised that all staff that come into contact with children/young people can often be the first point of disclosure for a child/young person. This first point of contact is an important part of the child protection process, and it is essential that all staff are aware of and implement the setting's procedures as noted in this policy.

2. Prevention

This setting recognises that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard children at our setting. We will therefore:

- Establish and maintain an ethos where children/young people feel secure, are encouraged to talk and share their concerns and will be listened to;
- Ensure that children/young people know that all adults in this setting can be approached if they are worried or concerned about matters that concern them or their siblings or friends.
- Include in the curriculum, activities and opportunities for PSE which equip children/young people with the skills they need to stay safe from abuse and to know to whom to turn for help; and

3. Procedures

At this setting we will follow the All Wales Child Protection Procedures (April 2008) and other guidance and protocols that have been endorsed and agreed by the Mid and West Wales Safeguarding Board. We will also follow guidance and protocols laid down by the Care Inspectorate Wales.

The setting will:

- A. Ensure it has access to a Designated Senior Person (DSP) and Deputy Designated Senior Person (Deputy DSP) for Child Protection in school, who have undertaken the appropriate training. In the unlikely event that the three DSP in school are unavailable the setting leader will contact PPD direct.
- B. The setting will look to the Mid and West Wales Safeguarding Board and the Council's Designated Lead Officer for Safeguarding in Education for guidance and support in assisting the school's DSP.
- C. Ensure that all members of staff, including permanent, part time and adult volunteers knows:
 - the name, contact details and role of the DSP, the Deputy DSP and designated governor responsible for child protection;
 - that it is the lead person and/or their deputy who have the responsibility for making child protection referrals within Mid and West Wales Safeguarding Board timescales, by completing the agreed multi-agency referral form;
 - that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Safeguarding Board;
 - that the Responsible Individual must ensure that safeguarding incidents are reported to the Care Inspectorate Wales
 - how to take forward those concerns where the DSP is unavailable;
 - that the DSP and Deputy DSP will seek advice from Powys People Direct and/or the Designated Lead Officer for Safeguarding in Education if necessary when a referral is being considered; if in doubt a referral must be sent.
- D. Ensure that all members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse.
- E. Ensure that all members of staff attend appropriate training and updates as arranged by the school/setting.
- F. Ensure that parents have a clear understanding of the responsibility placed on the setting and its staff for child protection by setting out their obligations in their forms of communication. In particular, there is a clear obligation that 'the welfare of the child is paramount' and in some circumstances this may mean that the parents are not initially informed of a referral made by the school. This circumstance is in line with All Wales Child Protection Procedures guidance.
- G. Provide training for all staff so that they know:
 - their personal responsibility;
 - the agreed local procedures (Mid and West Wales Safeguarding Board and Powys local procedures)
 - and the agreed Care Inspectorate Wales procedures;
 - the need to be vigilant in identifying suspected cases of abuse; and
 - how to support a child who discloses abuse, particularly the do's and don'ts
- H. Notify Children's Services if:
 - a pupil on the child protection register is excluded either for a fixed term or permanently; or
 - if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend).

- I. Keep written records of concerns about children (noting date, event and action taken), even where there is no need to refer the matter to agencies immediately. All written records will be stored in the school's Head teacher office.
- J. Ensure that all records and files are kept secure and in locked locations. The Designated Senior Person is responsible for the security, compilation and storage of all records and should be able to access and produce them in times of need. It is the responsibility of the Designated Senior Person to ensure that any transfer of records is conducted via the Authority's agreed protocol and procedures for the transfer of sensitive information.
- K. Adhere to procedures outlined by Care Inspectorate Wales in regards to disciplinary and dismissal
- L. Ensure that all recruitment and selection procedures are made in accordance with Welsh Government guidance *'Keeping Learners Safe'* and local guidance. The school will seek advice and guidance from the Authority's Recruitment Team on recruitment and selection (recruitment@powys.gov.uk).

4. Supporting the pupil at Risk

At this setting we recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this.

This setting may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless when at school, their behaviour may be challenging and defiant or they may be withdrawn. We will endeavour to be patient and supportive to the children at risk.

The school will endeavour to support the pupil through:

- The content of the curriculum to encourage self-esteem and self-motivation
- The setting ethos which:
 - promotes a positive, supportive and secure environment; and
 - gives pupils a sense of being valued
- The setting's behaviour policy which is aimed at supporting vulnerable pupils. All staff will agree a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self-worth. The setting will endeavour to ensure that the pupil knows that some behaviour is unacceptable (shared with parents/carers via all communication), but that each individual is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies who support the child/young person such as Children's Services, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service and advocacy services; and
- Keeping records and notifying Children's Services if there is a recurrence of a concern with the individual.

When a pupil on the child protection register leaves the setting, we will transfer the sensitive information to the new placement immediately. The DSP will be central to this process and, if not already done, will inform Children's Services of the move.

5. Behaviour

This setting has a behaviour policy which clearly states our values and expectations. This is a separate policy which is reviewed on a regular basis by the governing body and can be located in the policy booklet available to download off our website or in hard copy at the setting.

6. Children who enter the care system

This setting recognises that children who enter the care system (commonly referred to as Looked After Children) are often the most vulnerable and needy. Advice and guidance can be sought from the Local Authority's Looked After Children's Education Manager.

7. Training

The setting will be cognisant of national and local training requirements and guidance, which will include Mid and West Wales Safeguarding Board guidance, advice and training opportunities.

The Designated Senior Person and Deputy Designated Senior Person will have received initial training when starting their role and continued professional updates as required. Specific updates as suggested by national and local requirements will be central to the Designated Senior Person's development. The Deputy will be initially supported by the Designated Senior Person and consideration for joint opportunities for training with the Designated Senior Person will be considered.

All staff will be regularly updated during the year, as appropriate, by the Designated Senior Person, but will receive specific awareness raising training.

The setting leader and assistants will attend appropriate child protection training along with school staff.

8. Guidance for Staff

What to do if a child/young person tells you they have been abused by a member of staff (including volunteers)

Where the allegation is against a member of staff you should refer to the Authority's guidance which takes into account the Welsh Government's guidance circular *002/2013 Disciplinary and Dismissal Procedures for School Staff* and Welsh Government guidance circular *009/2014 Safeguarding Children in Education: Handling allegations of abuse against teachers and other staff*.

If an allegation of abuse is made against a member of staff this must be reported to the Head teacher. If the concern is about the Head teacher this must be reported to the Chair of Governors. If in doubt you should contact the Designated Lead Officer for Safeguarding in Education or Powys People Direct for guidance and advice.

In the event of an allegation against a member of staff no longer in the setting, the setting leader would liaise with the DSP and contact will be made with the police immediately.

What to do if a child tells you they have been abused by someone other than a member of staff

A child may confide in any member of staff and may not always go to a member of the setting staff. Staff to whom an allegation is made should remember:

- Yours is a listening role, do not interrupt the child when they are freely recalling events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so as not to lead the child;
- You must report orally to the school's Designated Senior Person for Child Protection immediately (or in their absence, their Deputy), to inform them of what has been disclosed. In the unlikelihood of both being absent seek out the most senior person in the school;
- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the school's Designated Senior Person. The note, which should be clear in its use of terminology, must record the time, date, place, and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. This note will in most cases be the only written record of what has been disclosed, and as it is the initial contact, an important one in the child protection process. Remember, your note of the discussion may be used in any subsequent formal investigation and/or court proceedings. It is advised that you retain a copy in a safe place;
- Do not give undertakings of absolute confidentiality. You will need to express this in age related ways to the child as soon as appropriately possible during the disclosure. This may result in the child 'clamming up' and not completing the disclosure, but you will still be required to share the fact that they have shared a concern with you to the Designated Senior Person. Often what is initially shared is the tip of an iceberg;
- That a child may be waiting for a case to go to criminal court, may have to give evidence or may be awaiting care proceedings;
- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans. You can ask the DSP for an update but they are restricted by procedures and confidentiality and may be limited in their response. The level of feedback will be on a need to know basis, but whatever is shared is strictly confidential and not for general consumption with others.

Confidentiality

The setting and staff are fully aware of confidentiality issues if a child divulges that they are or have been abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However, staff have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but they will only tell those who need to know in order to be able to help. Staff should reassure the child and tell them that their situation will not be common knowledge within the school. Be aware that it may well have taken significant courage on the part of the child to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Ensure that only those with a professional involvement i.e. the DSP and Head teacher, have access to child protection records. At all other times, they should be kept securely locked and separate from the child's main file or Additional Learning Needs file.

Key contacts

The Designated Senior Person for Child Protection at this school is:

Ms Karen Jenkins – Acting head teacher

The Deputy Designated Senior Person for Child Protection at this school is:

Mrs Lorraine Cadwallader Jones – Deputy head teacher

The 3rd Deputy Designated Senior Person for Child Protection at this school is:

Miss Amy Powell – Class teacher

The Designated Governor for Child Protection at this school is:

Mrs Alison Swabey

The Council's Designated Lead Officer for Safeguarding in Education is:

The setting leader who holds responsibility for liaising with the DSP is:

Miss Dawn Lewis

Michael Gedrim

who can be contacted at:

Telephone – 01597 826431; 07990 793 843

E-mail – michael.gedrim@powys.gov.uk

Children's Services can be contacted via Powys People Direct:

Telephone – 01597 826431

Out of hours – 0845 054 4847

This policy was updated on _____ by _____

This policy was presented and accepted by the Governing Body on _____

The school staff were made aware of this policy and/or updates on _____

This policy will be reviewed on _____

Associated Policies, Guidance and Advice

- www.wales.gov.uk/educationandskills
- All Wales Child Protection Procedures - April 2008
- Keeping Learners Safe: The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002 (January 2015)
- Educational Records, School Reports and the Common Transfer System – the keeping, disposal, disclosure and transfer of pupil information – WG Circular 18/2006
- Safeguarding Children: Working Together Under the Children Act 2004 – WG Circular 12/2007
- Teaching Drama: Guidance on Safeguarding Children and Child protection for managers and drama teachers – WG Circular 23/2006
- Procedures for Whistleblowing in Schools and Model Policy - WG Circular 36/2007
- Reporting Cases of Misconduct or Professional Incompetence in the Education Service – WG Circular 018/2009
- Disciplinary and dismissal procedures for school staff – WG Circular 002/2013
- Safeguarding in Education: handling allegations of abuse against teachers and other staff – WG Circular 009/2014
- Information and Guidance on Domestic Abuse: Safeguarding Children and Young People – March 2010
- Children Missing from Education - WG Circular 002/2017
- Safe and effective intervention - use of reasonable force and searching for weapons WG Guidance 097/2013
- [Care Inspectorate Wales - Regulations for Day Care](#)

Other documents

- Sexual Offences (Amendment) Act 2000: Chapter 44 - Sections 1-7, Her Majesty's Stationery Office and Queen's Printer of Acts of Parliament.
- Safeguarding Children and Safer Recruitment in Education (Came into force 1st January 2007 in England)
- Every Child Matters: Change for Children
- The Children Act 2004
- The Education Act 2002
- The Education Act 2011
- The Human Rights Act 1998
- General Data Protection Regulations 2018
- The Children Act 1989
- Social Services and Well-being (Wales) Act 2014

Hyperlinks to websites that have important links to Safeguarding, and in particular Child Protection

(This is not an exhaustive list)

- www.wales.gov.uk
- www.homeoffice.gov.uk (use this for Disclosure and Barring Service)
- www.ewc.wales
- www.ico.gov.uk
- www.thinkuknow.co.uk
- www.everychildmatters.co.uk
- www.wales.gov.uk/domesticabuse
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf

Mid and West Wales Safeguarding Board documents can be found on their website:
www.cysur.wales

Powys County Council has policies and procedures related to Whistleblowing and Disciplinary Procedures. These are available on page 7602 of the Powys County Council intranet.

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Health & Safety, Risk Assessment Policy and Procedures

It is the policy of Pips Bach to arrange the premises and use resources and equipment so that the needs of the children in our care are met, and they are provided with opportunities to develop their skills and learn through play; and activities that support their natural curiosity and encourage independence in a safe environment.

We do this by:

- Arranging rooms and spaces to facilitate ease of movement between them for staff and children.
- Providing a security system for access and leaving the premises. Ensuring access to and exits of our premises are secure and children are always supervised.
- Decorating/structuring areas to stimulate and calm as appropriate.
- Obtaining and arranging furniture that is child size where appropriate, enabling children to achieve their own levels of independence.
- Operating a system of regular and written risk assessments of the premises, equipment and activities, and record actions taken as a result, or in response to an event or incident.
- Recognising that health & safety is the responsibility of each individual.
- Appointing a staff member as safety officer/co-ordinator who is responsible for bringing the safety policy to the attention of everyone, and for monitoring all aspects of safety in the Setting. This includes maintaining compliance with the Regulatory Reform (fire Safety) Order 2005, including six monthly as a minimum drills and logs.
- Ensuring the appointed safety officer/co-ordinator develops and maintains a professional relationship with the relevant fire safety officer and ensuring their recommendations are implemented.
- Asking that all concerns are brought to the attention of the (person in charge, Play Leader, chairperson, and/or registered person/responsible individual).
- Carrying out a safety check on premises, both indoor and outdoor every session/day, and recording the results.
- Using, maintaining and storing any specialist equipment according to relevant legislation and manufacturer's instructions.
- Making available at all times the means for reporting and recording any accident, incident, or 'near miss'.

- Regularly monitoring and reviewing the accident and incident logs and reports of findings and actions taken.
- Informing parents/carers, staff, students and visitors of safety procedures.
- Maintaining a register of both adults and children as they arrive and leave, which is kept accessible in case of emergency.
- Maintaining (or exceeding) the regulatory adult: child ratios at all times.
- Ensuring that at least one member of staff (on a minimum ratio of 1:10) has a current first aid qualification in first aid for children and is present during operational hours.
- Ensuring that as an employer Pips Bach meets the relevant First Aid at Work requirements www.hse.gov.uk/firstaid/legislation.htm
- Maintaining first aid equipment that is available and accessible for staff during operational hours.
- Monitoring children who are sleeping on the premises.
- Maintaining a minimum presence of two adults on the premises, when any/only one child is present.
- Taking account of health and safety arrangements as each child is admitted and as each member of staff is recruited.
- Operating an effective emergency evacuation and reverse evacuation policy and procedure.
- Maintaining an effective outings policy.
- Operate an effective child protection policy and procedure.
- Implementing an effective outdoor play and sun policy and procedure.
- Operating an effective confidentiality policy and procedure.
- Operating an effective use of electronic equipment policy and procedure.

In accordance with the Management of Health and Safety at Work Regulations 1999, the setting leader is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere. The Play Leader is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted at least every 12 months or when there is any change to equipment or resources, any change to our premises, or when a particular need of a child or other visitor necessitates this. The Play Leader is further responsible for conducting any necessary reviews or making changes to Pips Bach policies or procedures in the light of any potential risks that they or other members of staff discover.

Pips Bach activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The Setting Leader and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority. The steps below will be actioned as a matter of course:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

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Staff and Employment Policy

It is recognised that a high adult ratio is essential to provide good quality day care and education.

In this setting: -

- CIW adult/child ratios will be adhered to at all times.
- Staff will have a recognised child care qualification.
- All staff will be DBS checked
- Staff will attend regular training.
- An equal opportunities Employment policy will be worked towards, seeking to offer job opportunities equally both to men and women, with and without disabilities, from all religious, social ethnic and cultural groups.
- There will be regular staff meetings to provide staff opportunities to plan the curriculum and discuss the children's progress.
- Regular appraisals will be held in order to support staff and identify their training needs.
- The recruiting, appointing and employing of staff will be adhered to in line with all relevant legislation.
- Regular planning time will take place with Early Years Co-ordinator/teacher.

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WHISTLE-BLOWING POLICY

The term “whistle-blowing” describes an action when one of the staff of Pips Bach discloses to an external body, e.g. the Press some wrong-doing by the Pips Bach, such as fraud or misleading the public. In such circumstances, employees can be in a dilemma because they have to balance their duty to their conscience and to the community against their duty of confidentiality to the employer (and towards their families who depend upon their job security). However, the Public Interest Disclosure Act of 1998 – otherwise known as “the whistle-blowers’ Act” – is a means of protecting staff who make such disclosures. This policy outlines the procedure to follow if employees believe this situation applies to them.

PROCEDURE

The Public Interest Disclosure Act is a means of protecting staff from being avenged by the employer for disclosing a wrong-doing. They are protected by the Act if they reasonably believe that one of the following has occurred, is occurring or is likely to occur:

- a criminal offence
- child abuse
- a failure to comply with a legal obligation
- a miscarriage of justice
- a risk to someone’s health and safety
- damage to the environment
- concealment of any of the above actions.

An employee making a disclosure under the terms of the Act may well have to justify in a court of law that the action was taken in good faith in a genuinely-held belief that the event reported was true and that person gain was not the motivation.

ROUTES FOR DISCLOSURE

The Act provides three routes for disclosure. The first is called **internal disclosure** and this protects employees if they make a disclosure to the employer.

The second route in disclosure to **prescribed regulators** and this allows employees to report the offence to regulatory bodies prescribed by the Government e.g. CIW.

The last route **external disclosure** is to bodies such as the Press, the Police, a Welsh Assembly Member or a Member of Parliament. In such a case, employees will have to show that disclosure was reasonable and that other routes were impracticable for one of the following reasons:

- the setting (Pips Bach) might take detrimental action against the employee
- the Setting (Pips Bach) might destroy the evidence, or
- the matter has already been disclosed correctly.

In the first instance any situation that causes concern because it is believed that an offence has been, is being or is likely to be committed should be discussed with the Responsible/Registered Person/Chair or the setting Leader.

The Whistle-Blowing Policy is in addition to individual rights as outlined in the Staffing Policy.

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Student/Visitor Placement Policy

The setting is aware that a pre-school setting provides the ideal place for students from child care courses, on placement from schools and colleges as well as those on the Diploma in Playgroup Practice and other Wales PPA Courses.

When students and visitors are welcomed into the setting:-

- A student placement/visitor form will be filled in, this will include a brief induction to include working policies.
- The needs of the children are paramount and students will not be admitted in numbers that will hinder the work of the setting.
- They will be confirmed by their tutors as part of bona fide child care course.
- Written permission must be obtained from the parents if they are required to carry out a child study.
- Students/visitors will not be left unsupervised, or be allowed to toilet the children unless in possession of a current DBS check.
- Any information gained by the students, about the children, families or other adults in the group, must remain confidential.
- Students are asked to report any worries or concerns to the Setting Leader.
- Students are asked to sign a copy of the Confidentiality Policy.

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Social networking, cameras & mobile phones Policy

Pips Bach realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality or safeguarding policies or offend anyone when using these sites.

The following policy has been designed to give clear guidelines as to what is expected of all persons connected to Pips Bach when accessing these sites. This includes our staff, committee members, parents, students and volunteers.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

When using social networking sites all persons connected to Pips Bach should give due regard to the following:

Information published on your posts should comply with Pips Bach confidentiality policy. This also applies to comments posted on other blogs, forums and social networking sites.

Always be respectful to:

Pips Bach,

- Other committee members
- Other staff members,
- Other parents and relatives,
- All children,
- Partners,
- Competitors,

- All persons connected to Pips Bach should be aware that any disrespectful comments to the above may be seen as libellous.

- All persons connected to Pips Bach are strictly reminded that social media activities must not interfere with work commitments.
- Remember at all times in or out of working hours you are an ambassador for Pips Bach.

Staff and students: Any breach of this policy will result in disciplinary action and may result in the termination of your contract.

Parents: Any breach of this policy will be taken seriously and may result in the withdrawal of your child's place at Pips Bach.

Committee Members/Governors: Any breach of this policy will be taken seriously and may result in you being asked to resign from your post on the committee.

Your online presence, including actions captured through images, videos, posts, uploads or comments can reflect on the setting. Online postings and conversations may not be private. You must be aware that what is posted may be in place for a long time and could be shared and forwarded on to others including parents, prospective parents, friends and other playgroups.

Do not reference, site or identify any parents or children.

When taking photographs of children at social occasions connected to Pips Bach it is the responsibility of the photographer to gain permission from the other child/ren's parent before posting on social media sites.

Respect Copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.

Any person connected to Pips Bach who becomes aware of social networking activity that would be deemed distasteful, should make the setting leader of Pips Bach aware.

Statement Of Intent- cameras and mobile phones

Pips Bach intends to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- 1) Staff being distracted from their work with children
- 2) The safeguarding of children from inappropriate use of mobile phone cameras

AIM

Our aim is to:

Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

MOBILE PHONES

Staff are allowed to bring in personal mobile telephones and devices to the setting.

Staff bringing personal devices into class must ensure there is no inappropriate or illegal content on the device.

Under no circumstances may staff contact a current child or parent/carer using their personal device.

Staff must ensure that their mobile telephones/devices are left with their personal belongings during the opening hours of the setting. They may be switched on but must remain unobtrusive.

Personal mobile phone calls may only be taken or made with the agreement of the setting Leader.

If staff have a personal emergency they are free to use the settings phone or make a personal call from in the area (within the setting) agreed upon by the setting Leader at the time.

Staff (will need to) ensure that the Setting Leader has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

During group outings, nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.

It is the responsibility of all members of staff to be vigilant and report any concerns (or non-compliance to this policy) to the Head teacher or Setting Leader.

Concerns will be taken seriously, logged and investigated appropriately.

The Head teacher or Setting Leader in his/her absence reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.

Should inappropriate material be found then our Local Authority Social Services Department will be contacted immediately. We will follow the guidance of them as to the appropriate measures for the staff members dismissal.

Cameras

DEVELOPMENTAL PROFILES

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression

in the setting. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Upon registration at the setting, parents/carers sign consent for photographs to be taken for such purpose.

Under no circumstances must cameras of any kind be taken into the toilets.

Only the designated setting camera is to be used to take such photographs as referred to above.

Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All practitioners are responsible for the location and storage of the camera; this should be placed within the lockable storage cupboard when not in use.

The camera must be locked away in storage cupboard at the end of every session.

Images taken and stored on the camera must be downloaded by the setting leader as soon as possible, ideally once a week.

The class tablet is password protected.

WEBSITE

Photographs may only be downloaded by the Head teacher or Setting Leader.

Photographs may only be uploaded to the secure website by the Setting Leader only.

Upon registration at the setting, parents/carers sign consent for photographs to be taken for such purpose. If consent is withheld such photographs are not published of the individual child concerned.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

EVENTS

During events such as end of term concerts/performances parents are informed in writing (at least two weeks prior to the event) that they will be allowed to bring cameras to record the event **UNLESS A PARENT RAISES AN OBJECTION IN WRITING NO LATER THAN FIVE DAYS PRIOR TO THE EVENT.** If such an objection is raised, the setting leader will decide whether the objection is reasonable and whether it warrants a complete camera ban or alternative arrangements made for that particular family. The setting leader will respond to the objection in writing within 48 hours.

Under no circumstances are any images or recordings of the concerts/performances to be uploaded to any social media site.

External Photographers

Professional photographs are taken throughout the year. Parents are informed at least two weeks in advance when photographers will be visiting the setting for such purpose.

Professional photographs will be taken UNLESS A PARENT RAISES AN OBJECTION IN WRITING NO LATER THAN FIVE DAYS PRIOR TO THE EVENT.

If such an objection is raised, the setting manager will decide whether the objection is reasonable and how to make alternative arrangements for that particular family. The manager takes all reasonable precautions to ensure that professional photographers are DBS checked and that they have their own stringent regulations, which ensure safeguarding of children from inappropriate use of images

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Lost or Missing Children Policy

Cefnlllys Pre-school setting have the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions and will ensure that exits and entrances are kept secure and are in full working order.

Even when all precautions are properly observed, emergencies can still arise.

Therefore, staff will undertake periodic head counts, especially at the transition points between sessions. If for any reason a

member of staff cannot account for a child's whereabouts during a session at the setting, the following procedure will be activated:

- The Manager or person in charge and the rest of the staff must be informed that the child is missing.
- A thorough search of the entire premises will commence.
The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The manager or person in charge will nominate as many staff as possible to search the area surrounding the premises.
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the setting grounds.
- If after 10 minutes of thorough searching the child is still missing, the manager or person in charge will inform the police and then the child's parent/carer.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other staff members will maintain as normal a routine as is possible for the rest of the children attending the setting.
- The manager or person in charge will be responsible for meeting the police and the missing child's parent/carer. The manager or person in charge will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the manager or person in charge and the staff will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the settings Risk Assessment policies).

All incidents of children going missing from the setting will be recorded on a Incident Record Sheet, and in cases where either the police or social care have been informed, CIW will also be informed, as soon as is practicable. Local police number 101 or 999 in an emergency

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Safe Recruitment Policy

INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Llandrindod Wells C. P. School – Cefnlllys pre-school provision is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006 and the Powys Safer Recruitment Guidance 2010. The school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Safer Recruitment Policy.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

This policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Llandrindod Wells CP – Pips Bach.

ROLES AND RESPONSIBILITIES

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with Powys guidance and legal requirements.
- Monitor the school's compliance with them.

It is the responsibility of the Headteacher, Bursar and other Managers involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.

- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Headteacher to lead in all appointments. School governors may be involved in staff appointments but the final decision will rest with the Headteacher.

RECRUITMENT AND VETTING CHECKS

References

Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact, either by telephone or face-to-face, will be made with each referee to verify the reference.

Previous Employment History

Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment.

Identity Checks

These will be carried out on all appointments to the school's workforce before an appointment is made. Acceptable proofs of identity may include birth certificate, driving licence or passport, combined with evidence of proof of address.

Disclosure & Barring Service (DBS) Certificate

All staff at Llandrindod Wells CP – Cefnlllys Pips Bach an enhanced DBS Certificate and therefore a DBS Certificate must be obtained **before** the commencement of employment of any new employee.

It is our policy to re-check employee's DBS Certificates every three years and in addition any employee that takes leave for more than three months (i.e.: career break etc.) must be re-checked before they return back to work.

Members of staff are aware of their obligation to inform the Bursar or HR Department of any cautions or convictions that arise between these checks taking place.

Medical Fitness

Any one appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

Qualification Requirements

Candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post and claimed in their application.

Overseas checks

All new appointments, where persons have lived outside the UK, are subject to additional checks as deemed necessary.

In addition to the above and as part of a broader approach to best practice in safe recruitment the school will, whenever possible, ensure the following procedures are followed.

- Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.
- The 'person specification' will include a specific reference to suitability to work with children.
- Other than in exceptional circumstances, face-to-face interviews will form part of the recruitment process

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Preventing Extremism and Radicalisation Policy

Pips Bach is fully committed to safeguarding and promoting the welfare of all its children. Every member of staff recognises that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. This policy sets out our beliefs, strategies and procedures to protect vulnerable individuals from being radicalised or exposed to extremist views, by identifying who they are and promptly providing them with support.

The setting's Preventing Extremism and Radicalisation Policy is intended to provide a framework for dealing with issues relating to vulnerability, radicalisation and exposure to extreme views. We recognise that we are well placed to be able to identify safeguarding issues and this policy clearly sets out how the setting will deal with such incidents and identifies how our ethos underpins our actions.

- At a minimum the Designated Safeguarding Officer will have completed Prevent training and will be responsible for either cascading the information to all other staff members or organising training for other staff.
Training can be accessed online - <https://elearning.prevent.homeoffice.gov.uk/> or www.educateagainsthate.com
- All staff will have an understanding of what radicalisation and extremism are and why we need to be vigilant in the setting.
- All staff will know what the setting policy is on tackling extremism and radicalisation and will follow the policy guidance swiftly when issues arise.
- All parents/carers and children will know that the setting has policies in place to keep children safe from harm and that the setting regularly reviews its systems to ensure they are appropriate and effective.

The main aim of this policy is to ensure that all staff are fully engaged in being vigilant about radicalisation; that they overcome professional disbelief that such issues will not happen here and ensure that we work alongside other professional bodies and agencies to ensure that our children are safe from harm.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Extremism is defined by the Government in the Prevent Strategy as:

- Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Extremism is defined by the Crown Prosecution Service as:

The demonstration of unacceptable behaviour by using any means or medium to express views which:

- encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
- seek to provoke others to terrorist acts;
- encourage other serious criminal activity or seek to provoke others to serious criminal acts;
- foster hatred which might lead to inter-community violence in the UK.

There is no such thing as a “typical extremist”. Those who become involved in violent extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Children may become susceptible to radicalisation through a range of social, personal and environmental factors. It is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities, i.e. to create a ‘them’ and ‘us’ mentality. It is vital that all setting staff are able to recognise those vulnerabilities.

Indicators of vulnerability include:

- Identity Crisis – the child is distanced from their cultural/religious heritage and experiences discomfort about their place in society;
- Personal Crisis – the child may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- Personal Circumstances – migration; local community tensions; and events affecting the Child's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- Unmet Aspirations – the child may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Experiences of criminal activity – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration;
- Special Educational Need – children may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above will encounter radicalisation for the purposes of violent extremism.

More critical risk factors could include:

- being in contact with extremist recruiters;
- accessing violent extremist websites, especially those with a social networking element;
- possessing or accessing violent extremist literature;
- using extremist narratives and a global ideology to explain personal disadvantage;
- justifying the use of violence to solve societal issues;
- joining extremist organisations or seeking to join them;
- significant changes to appearance and/or behaviour;

- experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis.

It is important for us to be constantly vigilant and remain fully informed about the issues which affect the local area, city and society in which we work and live. Staff are reminded to suspend any 'professional disbelief' that instances of radicalisation 'could not happen here' and to be 'professionally inquisitive' where concerns arise, referring any concerns through the appropriate channels.

We believe that it is possible to intervene to protect people who are vulnerable. Early intervention is vital and staff must be aware of the established processes for front line professionals to refer concerns about individuals and/or groups. We must have the confidence to challenge and to intervene and ensure that we have strong safeguarding practices based on the most up-to-date guidance and best practise.

The Designated Child Protection/Safeguarding officer will be appropriately trained in identifying potential radicalisation and extremism and will deal swiftly with any referrals made by staff or with concerns reported by staff.

As with any child protection referral, staff must be made aware that if they do not agree with a decision not to refer, they can make the referral themselves.

Staff will be fully briefed about what to do if they are concerned about the possibility of radicalisation relating to a child/family, or if they need to discuss specific children whom they consider to be vulnerable to radicalisation or extremist views.

The staff will work in conjunction with external agencies to decide the best course of action to address concerns which arise.

We will ensure that our staff are fully aware of the threats, risks and vulnerabilities that are linked to radicalisation; are aware of the process of radicalisation, how this might be identified early on and how we can provide support as a setting to ensure that our children and families think critically, develop self-esteem, global citizenship, resilience and are thus able to resist involvement in radical or extreme activities.

Children are NEVER left unsupervised with external visitors, regardless of safeguarding check outcomes.

Our setting values freedom of speech and the expression of beliefs and ideology as fundamental rights underpinning our society's values. Both children and staff have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence

and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

The Setting is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

The Setting seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to extremist Islamist ideology, or to Far Right/Neo-Nazi/White Supremacist ideology.

The setting's Committee/School Governors/Registered Person/Responsible Individual and the Designated Child Protection/Safeguarding Officer will assess the level of risk within the setting and put actions in place to reduce that risk. Risk assessment may include consideration of the personal, social and health education, use of setting premises by external agencies, integration of children by gender and SEN, anti-bullying policy and other issues specific to the setting's profile, community and philosophy.

Our setting, will identify a Prevent Single Point of Contact who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this will normally be the Designated Child Protection/Safeguarding Officer.

Procedure for recording and reporting incidents

- All incidents of prejudicial behaviour will be reported directly to the Designated Child Protection/Safeguarding Officer
- All incidents of prejudicial behaviour will be fully investigated and recorded in line with the Positive Behaviour Policy and records will be kept in line with procedures for any other safeguarding incident.
- Parents/carers will be contacted and the incident discussed in detail, aiming to identify motivating factors, any changes in circumstances at home, parental views of the incident and to assess whether the incident is serious enough to warrant a further

child protection referral. A note of this meeting is kept alongside the initial incident report in the Child Protection / Safeguarding file.

- Designated Child Protection/Safeguarding Officer will follow-up any further reports of prejudicial behaviour for a period of four weeks after the incident to assess whether there is a change in behaviour and/or attitude. A further meeting with parents/Carers would be held if there is not a significant positive change in behaviour.

Dealing with Referrals of Potential Radicalisation or Extremism

Serious incidents or concerns about potential radicalisation or extremism will be referred to the Powys Children's Services through the usual child protection referral process. CIW should also be informed as with any Child Protection incident.

Powys People Direct Tel: 01597 827666.

Email: people.direct@powys.gov.uk

CIW: 0300 7900 126

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Nappy Changing Policy

The privacy of all children will be maintained at all times, especially when intimate care is being provided.

Staff will use protective gloves and aprons when assisting children with toileting and / or nappy changing procedures

Procedures

- There will be a list of Children wearing nappies/pull ups, all staff will be made aware and regular checks will be made to ensure the child is changed when required.
- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Each young child has their own nappies or pull ups and changing wipes.
- Gloves and aprons are put on before changing starts and the areas are prepared. Paper roll is put down on the changing mat freshly for each child.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies. A copy of the procedure is on the wall in changing area.
- In addition, staff ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet/potty; they may just want to sit on it and talk to a friend who is also using the toilet/potty.
- They should be encouraged to wash their hands and have soap and Paper towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and pull ups are disposed of hygienically. The nappy or pull up is bagged and put in the designated bin, this is emptied daily. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent to take home.

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Complaints Policy & Procedure

Pips Bach aims to provide a high quality, efficient and accessible service to parents and children. The way we operate is reviewed regularly and we welcome suggestions and constructive criticism to help us maintain a high-quality provision. However, from time to time a parent/carer or child may feel that they have a complaint against a particular aspect of our services, or an individual member of staff. Usually it would be possible to resolve any problems as they occur by speaking to the setting leader. If not, then the formal complaints procedure set out below should be implemented:

Informal Stage:

Initially speak to the Setting Leader, if you would prefer to do this outside of normal group hours and in confidence, please arrange a convenient time. The Setting Leader will make every attempt to resolve the matter and will communicate the outcome to the complainant within 14 days of the complaint being made. Should this not offer a satisfactory outcome, the next stage is the Formal Complaints procedure.

FORMAL STAGE 1

Formal complaint raised with and resolved within the school without further referral.

- A formal complaint should be raised with the Headteacher who will minute the complaint, acknowledge it in writing within 5 school days, and arrange for it to be examined.
- The complaint may be made orally or in writing.
- The Headteacher will acknowledge the complaint, enclosing a copy of the complaints procedure if they do not already have one, and advising of a target date for a response (usually within 15 school days).
- The Headteacher or a member of staff designated by the Head will, where appropriate, speak to the complainant to obtain full details of the complaint; and will discuss the issue with the complainant, with a view to making every effort to resolve the complaint as soon as possible and again usually within 15 school days, undertaking any other investigation required.
- Notes of discussions, meetings or interviews will be minuted in writing, agreed and signed by all parties involved in the discussion.
- The complainant will be advised of the outcome of the complaint.

- All documentation will be retained for confidential file and will be kept as set out in the policy.
- The Headteacher will ensure that the complaint is minuted as set out in the policy.
- If this procedure does not resolve the complaint then the complainant will be advised that they may write to the Chairman of Governors to arrange a hearing of the Governing Body Complaints Committee if he/she is not satisfied with the outcome.

Note: Complaints about the Headteacher or members of the Governing Body

In the case of a complaint about the Headteacher, the Chairman of the Governing Body will undertake this stage, or may delegate to the Vice-chairman or a designated Governor.

In the case of a complaint about a Governor or group of Governors (including the Vice-chairman), the Chairman of the Governing Body will undertake this stage. Unless the complaint is about the Vice-chairman, the Chairman may delegate the investigation to the Vice-chairman (or other appropriate Governor).

In the case of a complaint about the Chairman of the Governing Body, or about both the Headteacher and the Chairman, the Vice-chairman of the Governing Body will undertake this stage. The Vice-chairman may delegate the investigation to another appropriate Governor.

In each of these cases the designated investigating Governor:

- Must advise the LA of the complaint and obtain advice on dealing with the complaint and assistance with investigation if required. In particular, the Governor must ascertain that the complaint is not one which should be dealt with under other procedures as set out in the policy.
- Must not be a member of the Complaints Committee.
- Must declare any potential conflicts of interest.
- Must not deal with a case in which he/she is personally involved.

FORMAL STAGE 2

a) Formal complaint referred to Governing Body Complaints Committee for decision, resolution

- The Complaints Committee will comprise up to five governors, none of whom will have had prior involvement with the complaint in order that the proceedings may be seen to be fair and unbiased.
- The purpose of the hearing is to enable members of the Governing Body to clarify facts and ascertain whether there are grounds for upholding the complaint.
- The complainant and any person against whom a complaint is made should be present at the hearing to present their own evidence.

- The Clerk to the Governors will acknowledge the complaint, enclosing a copy of the complaints procedure if they do not already have one. The Clerk will arrange a date for a hearing (to be convened usually within 20 school days of receipt of the request to put the complaint to the Complaints Committee), will advise of time and venue, advise that the complainant may be accompanied by a friend or representative, and ensure any particular needs, e.g. disabled access, Welsh medium or other specialist communication needs are met.
- Any person against whom a complaint is made must be advised as soon as possible of the complaint and no less than 15 school days before the hearing. They should be provided as soon as possible with any other evidence (arising from the investigation) which is to be considered at the hearing, and in any event by no less than 5 school days before the hearing, and advised that they may be accompanied by a friend or representative.
- The complainant must be advised that they should provide any evidence/written documentation that they wish the Committee to consider by no less than 10 school days before the hearing and that they will be provided with any other evidence (arising from the investigation) which is to be considered at the hearing again by no less than 5 school days before the hearing.
- Any person against whom a complaint is made must be advised that they should provide any evidence/written documentation that they wish the Committee to consider by no less than 10 school days before the hearing.
- Witnesses may be requested to attend and it is the responsibility of the party wishing to call the witness to ensure that he/she is invited.
- The Complaints Committee must receive at least 7 days notice of the hearing, advised of the substance of the complaint, and of their role.
- If a good reason is provided for the absence of one of the parties the Committee may wish to agree an adjournment: however, the Complaints Committee may proceed with the hearing in the absence of either the complainant or the person against whom the complaint is made unless a good reason has been provided for their absence.
- The decision of the Committee should be conveyed to the Complainant in writing within 5 school days of the hearing. It may be provided earlier and verbally if appropriate, but must be confirmed in writing. The letter should provide information on any appeal rights, including the opportunity for the LA and Welsh Government to review the procedures used by the Governing Body.
- The Clerk to the Governors will ensure that the complaint is minuted as set out in the policy.
- Complainants should be advised of their right to contact the LA for a review of the process if they are dissatisfied.

A complaint about both the Chairman and Vice-chairman of the Governing Body, or about a group of Governors that includes the Chairman and Vice-chairman will be dealt with by the Chairman of the Complaints Committee under this stage of the Procedure. The Chairman of the Complaints Committee may delegate the investigation to another appropriate governor designated by him.

If the complaint is against the Chairman of the Complaints Committee or a group of Governors including the Chairman of the Complaints Committee, then the Chairman of the Complaints Committee will not be part of the Committee which hears that particular complaint and a new Chairman will be elected for that particular meeting.

In each of these cases the designated investigating Governor:

- Must advise the LA of the complaint and obtain advice on dealing with the complaint and assistance with investigation if required. In particular, the Governor and / or officer must ascertain that the complaint is not one which should be dealt with under other procedures, as set out in the policy.
- Must not be a member of the Complaints Committee.
- Must declare any potential conflicts of interest.
- Must not deal with a case in which he/she is personally involved.

FINALISATION OF COMPLAINT

The final letter following the Governing Body hearing will advise the complainant of the decision, that the matter has been fully investigated, that the matter is now closed, and will not be reopened.

Any new issues raised will be treated as a new complaint and previous cases will not be reopened.

Formal-Stage Three:

Should this process still prove unsatisfactory, does not resolve the situation and becomes detrimental to the quality of care provided to children and families, CIW (Care Standards Inspectorate for Wales) should be contacted to investigate the matter further.

Complainants have the right however, to contact CIW at any stage of these proceedings.

CIW Contact Details:

CIW
SW Region
Government Buildings,
Picton Terrace,
Carmarthen,
SA31 3BT
Tel: 0300 7900126

If the complainant and governing body cannot reach an agreement an external mediator, acceptable to both sides, may be invited to listen to both sides and offer impartial advice. A mediator has no legal powers but may help clarify the situation.