



SSFU Safeguarding Code of Practice and Missing Child Procedure 2018

Please note:

*This Code of Practice must be read in conjunction with **The King's School Safeguarding Policy**, the **SSFU Mobile Phone Policy** and the **SSFU Use of cameras and photos policy***

1. **General Guidelines**

a) The King's School Safeguarding Policy

All staff and parents/carers should familiarise themselves with The King's School Safeguarding Policy. Staff have a duty to pass on any safeguarding concerns about a child in their care to the Designated Lead (or in his absence the Deputy Designated Lead). The Safeguarding Designated Lead (or deputy) will decide whether to make a referral to children's social care or whether some other action is appropriate. Where there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately.

b) Designated Lead

Mr Steve Beegoo (Principal) is the Safeguarding Designated Lead for The King's School, including Stepping Stones. Mrs Adrienne Blakey is the deputy Designated Lead in Mr Beegoo's absence.

c) Training

All staff will receive OSCB approved safeguarding training in order to be able to identify any possible child at risk and know the correct procedures to follow when concerned about a child.

d) Record Keeping

- A register of all children attending each session must be kept. This must record the names and exact arrival and departure times for all children and any children visiting the setting.
- A form must be completed by staff members who witness and deal with an accident or incident which occurs to a child during a Stepping Stones session. Parents need to be informed wherever possible on the same day and sign the form as soon after the accident/incident as possible.
- Staff also need to record if a child arrives at the setting with a pre-existing injury (eg a broken arm or large bruise) using the existing injuries form and a body map form to show the location of the injury if appropriate.
- Visitors to Stepping Stones are required to sign in and provide proof of their identity to office staff at the main entrance on arrival.

e) Absence

Parents are requested to inform school by email or by phone if their child is absent for any reason before the start of the school day. If a child is absent without a reason, we will aim to follow this up with parents by phone, text or email by 9.30 am.

f) Supervision of Children

- Appropriate ratios of adult to children should always be maintained (see *Statutory Framework for the EYFS*).
- Where possible the setting should be organised so that staff can have a clear view of children. Children must usually be within sight **and** hearing of staff and always be within sight **or** hearing.
- Parent helpers should have up-to-date enhanced DBS checks, a record of which should be kept by the school office. Where parents or other adults come in to the setting without an enhanced DBS check, they must not be allowed to have unsupervised access to children. Under 17's (eg work experience students) must not be left on their own with children and should be supervised at all times.
- Only those members of staff who have been appointed through the safe recruitment appointment procedure (or very occasionally parents with up-to-date enhanced DBS checks) should assist children using the toilets, change nappies or help children who have had an accident or who require a change of clothes. Wherever possible, this should be done by the child's key person.
- Adults must never smack or hit a child under any circumstances and must not use or threaten any punishment which could adversely affect a child's wellbeing. Adults should not shout at a child unless it is an extreme situation that demands a raised voiced, such as when a child is in danger of injuring themselves or others.
- Touch should always be related to the needs of the child, not the staff member.
- Where the smaller classroom area needs to be sectioned off for group times with one member of staff, we will operate a random 'check-in' policy where another member of staff will look in on the group time (this will normally be carried out by third member of staff).
- In dealing with children's behaviour, staff should be alert to the possibility of peer-on-peer abuse and making clear the kind of behaviour which is unacceptable between children. They should also encourage children to be assertive in the way they respond to inappropriate requests or demands from other children and to speak up about any forms of behaviour they experience from other children which are inappropriate or potentially abusive.

2. What happens if children go missing during an SSFU session?

All staff will ensure that no child leaves the building or outside play area unless they are with their parent or a suitable adult who has been given the parent's authorisation. However, if a child does go missing, all Stepping Stones staff and The King's School office will be alerted and Stepping Stones staff will search the building and outside areas making sure a staff member/members are left to look after the other children in the setting (see missing child procedure below). If the child cannot

be found within a reasonable amount of time the parents, police and local child protection officer will be contacted and child protection procedures put into action.

Missing Child Procedure

Each staff member will be given a responsibility as outlined below depending on the number of staff in the setting on that day. A similar procedure will take place on any trips or visits outside Stepping Stones. See trip risk assessments for details.

Staff member 1 (Manager or Deputy)

Ring TKS office and ask them to check area outside TKS senior building. *If only 2 SSFU staff are working in the setting they also need to ask the TKS administrator to arrange for a member of TKS staff to carry out the role of staff member 3 (see below). Staff member 1 will then stay with children in the setting.

Staff member 2

Check SSFU outside area, the main car park and field and then the primary school building (if a 4th staff member is available they could be responsible for checking the internal buildings).

Staff member 3

Check TKS playground and The Ark and car park near The Ark and then the senior school building. (*This role could be done by available TKS staff if there are only 2 SSFU working in the setting at the time of the incident.)

Once the child has been found, all Stepping Stones Staff and The King's School office should be informed as soon as possible.

3. Child Collection Policy

- In order to satisfy legal requirements, all children **must** be collected by their parents at the end of a session, unless another adult has been authorised to do so. Parents must inform Stepping Stones staff of any person, other than a parent, who is likely to bring or collect their child from Stepping Stones, using the Child Collection Authorisation Form we provide.
- Where children are collected by an authorised person who is not the child's parent, this person will be required to sign our child collection book.
- Any additions to the names on the child collection authorisation form should be made in writing. In an emergency, a parent can inform the school office by telephone of alternative collection arrangements.
- Parents who wish to collect their child before the session ends must notify us in writing, by phone or verbally when dropping off their child at Stepping Stones.
- If a child arrives early/late or departs early/late the exact time of arrival or departure will be recorded in the register.
- It is the parents' responsibility to ensure that suitable arrangements are in place for the supervision of their children both before the start and after the end of the Stepping Stones school day.

4. What happens if parents/carers fail to arrive to pick up their child?

Parents need to be on time to pick up their child at the end of the session, as being late not only affects the child's well-being but also that of staff and other children in the setting. If parents/carers know they are going to be late because of an emergency situation, they should

inform Stepping Stones by ringing the school office if at all possible. If parents/carers are more than 10 minutes late the following procedures will take place:

- 1) 10 minutes after the session ends we will try to phone parents/carers to see what has happened and why they are late.
- 2) This process will be repeated after a further 10 minutes if we cannot contact them on any of the phone numbers they have given us.
- 3) If there is still no response from them, we will contact Mr Beegoo (Safeguarding Designated Senior Person) for advice. We will stay with the child and offer them reassurance that a member of staff will stay with them until their parent/carer arrives. The police will need to be called in the event that no staff are available.
- 4) If parents are **persistently late** in collecting their children we will have to charge a late pick up fee. This will be charged at £10 for up to 30 minutes and then £20 for anytime afterwards. The payment reflects the cost of paying 2 members of staff to care for children outside of the setting hours. A verbal reminder of the child collection policy from the Stepping Stones Manager (or the Deputy in her absence) and a letter from the King's School Bursar will always precede any fee being levied.

Reviewed September 2018

Next review September 2019