

Welcome
to



Statement of Purpose

Pre-School Leader: Katie Emberton
Responsible Individual:
Sarah Brian

Montgomery Activity Centre,
Church Bank,
Montgomery,
Powys. SY15 6QA
Tel:- 01686 668387

Email: presch@montgomery.powys.sch.uk

Happy, independent and confident children' - who have a sense of belonging and
feel part of our community

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Aims and Objectives

Montgomery Pre-School aims to provide the highest standard of care and pre-school education; building on early years experiences through well organised and carefully planned activities.

Montgomery Pre-School aims to give the greatest benefit to each child and help them learn through play, enabling them to develop to their full potential in a stimulating, caring atmosphere of mutual trust and respect.

Communication

We have a closed face book group that allows parent's to see photos of their children during the pre-school day this also allows us to put things on there such as reminders, events etc, If you have facebook please look us up "Montgomery Pre-School"

We send out a termly little voice news letter explaining what been going on during that term and what going to happen in the next term.

About Montgomery Pre-School

Welcome to Montgomery Pre-School. We hope you and your children will be happy during your stay with us.

Pre-school is located next to Montgomery Church in Wales School and we do our best to help the transition to school by having very good links with them. We have a large indoor area and also a safe enclosed outdoor area.

Our group is registered as a full day care provider and monitored by CIW for up to 21 children aged between 2 and 5 years old. Sessions are conducted in English with a little Welsh introduced (e.g. counting and courtesy words, which we use regularly).

We follow a planned curriculum in accordance with the Non Maintained Curriculum, which involves learning through play.

Miss Sarah Brian is the Responsible Individual for Montgomery Pre-School, which is provided by Powys County Council.

Opening Hours, Holidays & Closure

We are registered as a full day care setting.

Our 3+ education funded sessions run on Tuesday, Wednesday, Thursday and Friday mornings 8.30- 11.00am.

Childcare sessions from 11.00am - 3.00pm Tuesday, Thursday and Friday.
Monday 9 to 3 is childcare for 2 to 5 year olds

Please ask the Pre-School Leader if you require more details.

Pre-school will close for bank holidays, half terms and other school holidays. See the notice board or Powys County Council website for dates.

If we experience heavy snow and Montgomery school is closed, Pre-school will also close. Please check on Powys County Council's school closure page or get School Closure alerts by email or text. Find out more at www.powys.gov.uk/ account . Get Twitter updates at twitter.com/PCCSchoolAlerts. Or search on Facebook for "Powys School Closure Alerts".

Our facilities

We run in the Community Hall in the grounds of Montgomery Primary School. Our facilities include the use of the main room. Small wet room and outdoor area. We set up the space to provide the children with an effective environment to support their learning

Starting Pre-school

We understand how worrying it is for parent(s)/guardian(s) when a child first starts Pre-School and everything will be done to ensure this runs smoothly. We encourage parents to work with staff to see that this transition is satisfactory and that both you and your child/ren feel comfortable within their surroundings.

Admissions

We send out a booking form via email (we also have hard copies at Pre-school) for each new half term in which you can select the day(s) you wish your child to attend. Funded 3 year olds will have priority and then we take bookings on a first come, first served basis. Depending on numbers and staff ratios, we do our best to fit every child in for the day(s) they request. We will let you know if we are unable to give you the day(s) you requested and so, if you do not hear from us, you can assume your child is booked in for the requested day(s).

Funding

The term after your child becomes 3 they are entitled to 10 hours of funding per week. 3- and 4 year-old funded places will run from 8.30—11am Tuesday-Friday. You are welcome to pick your child up at 11am or leave them to finish the session from 11—12noon on a Tuesday, Wednesday and Thursday. There will be a charge of £5.00 for this extra hour. Please state on your booking form if you are picking them up at 11am or if they are staying until 12 noon.

From the term after a child's 3rd birthday Powys County Council currently funds 10 hours of FPN provision. This means that eligible parents will qualify for 20 hours of additional childcare during term time.

Fees

If you chose not to use your funded hours with us (or childcare hours) the cost per hour will be £5.00 per hour for all children

Routine of setting **Routine Of Montgomery Pre-School**

<u>Time</u>	<u>Routine</u>
8.30-8.45am	Parents write in signing in book, speak to leader/ assistant about anything relevant about their child. Parents leave. Children come in and are encouraged to peg their own names up and put snack/lunch pots into relevant box, buy/sell water vouchers, find their bottle and fill it up.
9.00-9.30am	Registration: children sit on the carpet and sing bore da, days of the week and weather songs; we talk about what they have done at the weekend and/or about the topic we are learning about. Funded children– Numicon/Letters and sounds
9.30-11.00	Free play / Adult focused activity / outdoor play/snack time
10.45-11.00	Story time. Each child reads a story individually or read to buy and adult as a whole group.
11.00am	Some children go home. (End of funding education)
11.00-12.00	Free play / outdoor play.
12.00-12.45	Lunchtime. All children wash hands and sit together at the table, say a prayer and lunch boxes given out.
12.45-2.30pm	Free play / outdoor play
2.15-2.30pm	Children tidy up, encouraged / helped by the adults.
2.30-2.55pm	Children get their bags, coats and snack/lunch pots, sit on the carpet and join in with song time lead by an adult or individual songs sung by children.
2.55pm	Home time song sung, parents brought in and told what we have been doing during the session, children released to their parents / carers.

Our Pre-School staff

Montgomery Pre-School staff have the relevant childcare qualifications required by CIW. We will adhere to the staff child ratios of 1:4 2 year olds and 1:8 3-5 year olds. All staff have undergone an enhanced DBS check.

Pre-School Leader (Person in charge) is Miss Katie Emberton.

Pre-School Assistant - Faye Cardwell

Pre-School Assistant - Lauren Windsor

Pre-school Assistant - Jenny Brignell-Thorp

Also involved in Pre-School are :

Miss Sarah Brian Head Teacher and Responsible Individual

Karen Swann - Foundation Phase 10% support teacher

Sara Grigg Governor

Here are a few examples of our Pre-School Policies . If you require to see all the policies and procedures please speak to Miss Katie and she will get a copy of them for you :-

All Policy's and Procedures are reviewed annually as well as the statement of purpose. And SASS CIW will be informed of any changes.

Admissions Policy

Pre-school is open to any child. No child shall receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious beliefs, disability or the ability to pay.

In order to ensure fairness in the allocation of places, the following criteria will be taken into consideration:-

Admission forms showing children's registration details must be completed before the child starts Pre-School and parents should inform staff in writing should there be any changes.

Booking forms will be sent out prior to the half term commencing. This must be filled in before your child attends for that term.

First priority will be given to children aged 3 years or funded. Children in need may be accepted as a priority at the discretion of the Pre-School Management.

While available places exist these will be allocated on a first come - first served basis.

If you have booked your child into Pre-School but they are unable to attend (eg. due to illness), then we ask that you phone the School Office (01686 668387) BEFORE 8.15am (or the night before and leave a message). We will then try and fill that place by contacting those on our waiting list. If we are unable to fill the place, you will still be charged for the session that you have booked.

If your child is unable to attend due to a holiday, please ensure you give us at least 4 weeks' notice.

Fees must be paid a month in advance once the booking form had been filled out and returned. This is not refundable except in exceptional circumstances, of which will be determined by the Pre-school Management.

If Pre-school is oversubscribed, a waiting list will be kept and administered by the Pre-School Leader.

If your child has a bout of gastro-enteritis illness (sickness or diarrhoea), do not bring them into pre-school for 48 hours (2 days) after the last episode.

Admission forms and Contract between Parent(s) and Pre-School need to be completed before child starts.

Food and Diet

Healthy eating will be promoted and social skills developed during snack time and throughout the curriculum.

Parents are asked to bring in a healthy snack (such as fruit and/or vegetables) in a container clearly marked with their name, A refillable Water bottle which will be available to the children to access whenever they wish during the sessions.

Parents are also asked to bring in a packed lunch for there child/ren that will be kept in a box in the cool until lunch time.

Children will sit together at child-sized tables and chairs to eat, with adults to supervise and to promote social skills.

A notice will be kept above the sink area, detailing any dietary requirement for individual children, respecting personal, medical and religious reasons.

Children will sometimes be encouraged to try new foods including those originally from other countries or cultures. This may be part of a theme or special event.

Good health, safety and hygiene practises will be observed when storing, preparing or eating food as well as when using food in an activity such as cooking.

To help children with the transition to 'Big' school, we offer going to the primary school for a hot lunch every Wednesday the term before they go up to school, which is provided by Powys Catering. This will help the children become independent with other adults and children within the Primary school and get them used to the school hall where meals are served.

Emergency Procedure

How to act in a medical Emergency

1. Keep calm.
2. Take control until the named First Aider (Katie ,Faye or Lauren) arrives.
3. Reassure the injured child/ren.
4. Assess the situation./ Use walkie talkies to get more assistance from the primary school if needed
5. Decide what action to take, e.g. First Aid, call for assistance, help from work colleagues.
6. Explain/reassure/distract non-injured children to avoid panic and maintain a calm atmosphere.
7. Get others to help you:
 - A colleague to supervise the non-injured children to ensure their safety
 - Somebody to call for assistance (medical or other)
 - Somebody to stay with the child/ren to maintain care and concern in case they are frightened
 - The Leader or Assistant to contact the parent/carers/named person
 - A qualified member of staff to accompany the child to hospital if the parent is unavailable, taking with them the child's Registration Form (in Pink folder on shelf) which contains the child's necessary information.
8. Record details of the accident in the Accident Book as soon as possible after the child has been cared for.
9. Report the accident to appropriate people, e.g. parent/carers, Manager, employers and, if appropriate, to the Health and Safety Executive or CIW.

Behaviour Management
Policy and procedure
NMS Standard 9

In line with the Rights of Children and Young Persons (Wales) Measure 2011 and the UN Convention on the Rights of the Child, we believe that children in our care have the right to feel safe and valued as individuals and it is our policy to model and promote behaviour that encourages mutual respect.

It is the policy of Montgomery Pre-School that no physical punishment- or threat of it- is used to moderate children's behaviour. Children are NEVER shaken, smacked, humiliated, shouted at, intimidated or shamed.

Restraint, or holding, is never used except when absolutely necessary to avoid or prevent personal injury to the child, other children or an adult, or serious damage to property. Should any form of restraint be used, parents will be informed, and it will be recorded in the incident book.

It is our duty of care to staff, children and adults within Montgomery Pre-school to challenge any bullying that may be perceived during our opening hours.

It is our policy that everyone who attends, works in or visits Montgomery Pre-school has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.

We do this by:

- Operating an effective equality and inclusion policy.
- Recruiting and employing staff who understand what is and isn't acceptable behaviour and making sure the staff are up to date on relevant training.
- Ensuring our Staff (including volunteers and students on placement) present positive role models and attitudes always.
- Designating a behaviour management officer –Katie Emberton
- Applying a positive approach to managing children's behaviour which is based on praise and encouragement, and planning activities that maintain engagement with children.
- Encouraging children to learn what is right and wrong, and involving them as they are able, in discussions about what is acceptable and what is not acceptable behaviour.
- Encouraging children to talk about their feelings, and learn to express themselves in appropriate ways, learning independent self-discipline.
- Celebrating examples of good behaviour.
- Working with parents/carers to understand and modify children's behaviour that is unacceptable.

When a child's behaviour is deemed unacceptable, we respond by:

- Offering distraction
- Rewarding positive behaviour
- Use limited vocabulary – focussing on the positive e.g well done, kind hands etc
- Focus attention on other children behaving in a positive way
- Ensuring privacy and dignity as appropriate and considering a child's level of understanding and any personal issues that may have an impact on the situation.
- Showing support to staff, children and adults involved.
- Recording significant incidents and any action taken, informing parents/carers when they collect their child.

If unacceptable behaviour continues (including bullying), staff will monitor and record the child's progress. The parents/carers of the child/children involved will be informed and a plan of action will be decided upon.

Where deemed necessary, professional advice and help will be sought (with consent of parents/carers involved).

Parents/carers of all parties will always be kept informed and involved in all stages of the decision making.

In relation to children that may be displaying behaviours associated with Additional Learning Needs – please refer to our ALN policy.

COMPLAINTS PROCEDURE

NMS Regulation Standard 19

Montgomery Pre-School aims to provide a high quality, efficient and accessible service to parents and children.

Staff, parents and relevant children will be given a copy of the complaint's procedure.

The way we work 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 or child may feel that they have a complaint against some aspect of our pre-school, or an individual member of staff. It should be possible to resolve any problems as soon as they occur by speaking to the Leader. If not, then you should follow the formal complaints procedure set out below.

INFORMAL STAGE

Initially speak to the pre-school leader, if you prefer to do this outside of normal pre-school hours and in confidence, please arrange a convenient time. The 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. In agreement with the complainant, this could be extended to 28 days.

Should you not be satisfied with the outcome then you should move on to the formal complaint's procedure.

Should your complaint be about the leader, you should refer directly to Nia Mansell or Sarah Brian Responsible Individuals.

FORMAL - STAGE ONE

Put your complaint in writing to the Leader. The setting should keep a copy of the complaint along with any other communications on this matter for your own records.

The Leader will sign and date the complaint when received and will file it in MONTGOMERY PRE-SCHOOL 'complaints' log book. All communications and actions taken regarding this complaint will be recorded by the Leader in the log book.

The Leader will acknowledge your complaint in writing as soon as possible and will forward a copy to the Responsible Individual. The Leader will investigate the matter in full consultation with the Responsible Individual; confidentiality will be maintained throughout.

Members of staff involved will be asked in a constructive manner to give their account of the matter. No unfounded accusations will be made. If there is any delay in the investigation, the Leader will advise you of the reasons. You will be kept up to date with what is happening, and you will receive a full reply in writing within fourteen days, in agreement with the complainant, this can be extended to 28 days.

The response you receive will be copied to the staff members concerned, with recommendations for any action to be taken. A full account of the complaint, the actions taken, and the final outcome will be communicated to the Responsible Individual. If you are not satisfied with the outcome, you can ask the Leader to refer the matter to the next stage.

FORMAL - STAGE TWO

The Leader will refer the complaint and all the relevant documentation to the Responsible Individual. They will investigate the complaint and how it has been handled by the setting Leader independently.

The 'Responsible Individual' will send a response to the complainant within four weeks outlining how the complaint was investigated and detailing the final outcome.

The outcomes of a formal consideration are confirmed in writing by the registered person/responsible individual to the complainant and summarise the nature and substance of the complaint, the conclusions and the action to be taken as a result.

The time limit may be extended with the complainant's agreement.

If the complaint has not been resolved within 35 working days of the request for formal consideration, the registered person/responsible individual notifies the appropriate office of the complaint and reasons for the delay in resolution.

FORMAL – STAGE THREE

Should you still be unhappy with this response and feel that the matter has not been resolved to your satisfaction, the Pre-school's operation becomes detrimental to the quality of care provided to children and families then you should contact (CIW). CIW are the body with which this Pre-school is registered with. Their contact details are as follows;

HOWEVER, IT IS WITHIN YOUR RIGHTS TO CONTACT CIW AT ANY STAGE OF YOUR COMPLAINT SHOULD YOU WISH TO DO SO.

CIW ADDRESS; 03007900126
Government Buildings
Picton Terrace
Carmarthen
SA31 3BT

Should the complaint be about the Responsible Individual, the chairperson is informed in the first instance: stage 3 of the procedure (see formal stage three)) must be followed and the local office of Care and Social Services Inspectorate Wales (CIW) 0300 7900 126 is informed. CIW may ask for a verbal complaint to be followed up in writing.

Complaints subject to concurrent consideration

Where a complaint relates to any matter—

- a) about which the complainant has stated in writing that he or she intends to take proceedings in any court or tribunal, or
- b) about which the Responsible Individual is taking or is proposing to take disciplinary proceedings, or
- c) about which the Responsible Individual has been notified that an investigation is being conducted by any person or body in contemplation of criminal proceedings, or
- d) about which a meeting involving other bodies including the police has been convened to discuss issues relating to the protection of children or vulnerable adults, or
- e) about which the Responsible Individual has been notified that there are current investigations in contemplation of proceedings under section 59 of the Care Standards Act 2000
- f) about which the Responsible Individual has been notified that a local authority has or is instigating child protection enquiries,

The Responsible Individual will consider, in consultation with the complainant, School Governing Body and Local Authority, how the complaint should be handled. Such complaints are referred to for the purposes of this regulation as “complaints subject to concurrent consideration”.

1. The consideration of complaints subject to concurrent consideration may be discontinued if at any time it appears to the Responsible Individual that to continue would compromise or prejudice the other consideration.

Where the Responsible Individual decides to discontinue the consideration of a complaint under paragraph (1.) the Responsible Individual will give notice of that decision to the complainant.

Where the Responsible Individual discontinues the consideration of any complaint under paragraph (1.), consideration can be resumed at any time.

Where the consideration of a complaint has been discontinued under paragraph (1.) the Responsible Individual will ascertain the progress of the concurrent consideration and notify the complainant when it has been concluded.

The Responsible Individual will resume consideration of any complaint where the concurrent consideration is discontinued or completed and the complainant requests that the complaint be considered under the Childminding and Day Care Regulations.

Child Protection and Safeguarding Policy & Procedure NMS Regulation Standard 20

The nominated child protection officers are Katie Emberton, deputy Sarah Brain Head Teacher/RI.
01686 668387

We all have a responsibility to keep children safe from harm and the welfare of the children is always paramount, it is our legal duty to refer all allegations of child abuse, harm or neglect appropriately and without delay. The content of this policy is applicable to staff, volunteers and visitors at the setting.

Montgomery Pre-School do this by following:

The Wales Safeguarding Procedures which are now available to everyone, including all childcare providers, to view either online via www.safeguarding.wales or by downloading the Wales Safeguarding Procedures mobile App. There will be no printed copies of the procedures. This means that there will always be a single up-to-date version available to all practitioners. It will also make finding information quick and easy.

We ensure that the two key principles of **safeguarding and protecting is everybody's responsibility and a child centred approach** underpin safeguarding practice:

Having regard for the Rights of Children and Young Persons (Wales) measure 2011 and specifically Article 19 of the UN Convention on the Rights of the Child which states: 'Children have the right to be properly cared for and protected from violence, abuse and neglect by their parents and anyone looking after them.'

Having regard for the 'Safeguarding Children: Working Together To Safeguard Children'(2018)' under the Children Act 2004 (www.wales.gov.uk) and 'What to do if you're worried about a child being abused (2015)'.

We are aware of **The Mid and West Wales Safeguarding Board** and have regard for the Social Services and Well-being (Wales) Act 2014.

<http://cysur.wales/home/>

All staff have completed Child Protection training and this is renewed every 3 years. In addition all staff complete 'PREVENT' e-learning which is a foundation on which to develop further knowledge around the risks of radicalisation and the role that staff can play in supporting those at risk.

To ensure best practice we will complete an annual self-evaluation audit (see safeguarding/Child Protection audit form) to identify good practice and areas of development.

We make sure that all adults working with children in our care are aware of the many categories of abuse:

Physical abuse – This may involve hitting, throwing, shaking, poisoning, scalding or burning, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates or induces illness in a child.

Emotional abuse – persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual abuse – involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect – persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent/carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. In addition, neglect may occur during pregnancy because of maternal substance misuse.

Further training is accessed regarding Female Genital Mutilation (FGM)

The nominated person Katie Emberton, deputy Sarah Brain Head Teacher will attend appropriate child protection training. Group C/Level 3 Child Protection training for setting leader and RI, Group B/Level 2 Child Protection for all other staff working with the children.

All staff will attend Child Protection training and all training will be renewed every 3 years as best practice. Staff meetings will cover Child Protection so that staff are aware of the correct procedure for reporting and referral.

Operating a clear and thorough recruitment policy and procedure for staff and volunteers which includes maintaining current enhanced DBS disclosures. The setting will keep a log of DBS numbers and dates for renewal. This includes all visitors and volunteers to the setting.

Implementing an induction process and code of conduct for staff, students, visitors and volunteers. Measures in place include acceptable use of mobile phones/cameras/smart watches/ internet and social media policy

All staff are aware of the settings 'Whistleblowing Policy and how to access it.

Maintaining appropriate staff: child ratios for the supervision of children that are in line with or exceed regulatory requirements.

A copy of the setting Child Protection Policy will be given to all parents as part of the child induction process.

Regular risk assessments are carried out on all activities within the setting and ensure that adequate insurance cover is provided (please see notice board)

Operate effective policies for arrival and collection of children, outings, behaviour management and inclusive practice, and the use of electronic equipment and the safety measures put in place.

Reporting, recording and monitoring any injuries sustained by a child in our care. Also recording any suspicious injuries sustained away from our care. We will also record any changes in a child's behaviour; taking action when appropriate (parents will normally be the first point of contact, unless it is deemed that this would place the child at risk).

Physical Intervention by staff must only ever be used as a last resort, and that at all times, it must be the minimal force necessary to prevent injury to another person (please see Behaviour Policy)

There are two types of disclosure:

- A disclosure about a child

- A disclosure about professional abuse.

Actions to be taken in the event of a disclosure about a child:

In the event of a member of staff having concerns/suspicion that a child has suffered abuse/harm/neglect or if someone tells them that they or another child or young person is being abused/harmed or suffering neglect the staff member should: (as is appropriate to the age/stage of the individual child)

- Stay calm, listen showing that they have heard what they are being told and that they take the allegation seriously.

- Offer reassurance and support.

- Does not prompt or ask leading questions.

- Does not ask the child to re-tell their story.

- Explains what actions they must take (using agreed procedures)

- Does not promise to keep what they have been told a secret or confidential but explains that they will share information on a 'need to know' basis.

- The staff member immediately writes down, using the exact words what they have been told, using a child body map is appropriate.

- Makes a note of the date, time, place and people present in the discussion.

- Does not confront the alleged abuser.

- Reports the concerns to the registered person/responsible individual and/or designated child protection officer as soon as possible without delay.

The registered person/responsible individual or child protection officer must report the concerns immediately to the local Social Services Team. They must also inform CIW that a referral has been made and that procedures are being followed.

Actions to be taken in the event of a disclosure about professional abuse:

If the behaviour of a colleague, adult (including volunteers and members of the public) towards children or young people causes concern:

Montgomery Pre-School understands that it is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to child protection concerns (including cases involving abuse of trust) We will deal with the former via disciplinary procedures or other avenues, however, child protection concerns will always be dealt with through local child protection procedures in line with the policy detailed above. In the event of a disclosure about professional abuse:

The procedure above (Action to be taken in the event of a disclosure about a child) is implemented in relation to the child.

The registered person/responsible individual considers the option of removal/suspension without prejudice from duty of the member of staff pending investigation.

The member of staff is informed, and written records of discussions are made in line with the staff disciplinary policy and procedure.

The registered person/responsible individual informs CIW of any allegations of serious harm to a child committed by any person looking after children in Montgomery Pre-School within 14 days.

If an allegation is made against the Leader/Person in Charge the matter should be reported to Sarah Brian CPS (RI) 01686 668387- Head@montgomery.powys.sch.uk

If an allegation is made against the Responsible Individual the matter should be referred to the Child protection officer Katie Emberton embertonk2@hewbcymru.net who would forward this to (Safeguarding Governor for the school/pre-school)

If an allegation was made about a member of staff who was no longer at the setting the police will be contacted immediately.

Failure by a member of staff to report suspected abuse will result in disciplinary action being taken.

Making the referral

The referral is made to Powys Front Door services as soon a problem, suspicion or concern about a child becomes apparent (within 24 hours)

Outside office hours, referrals are made to the social services emergency duty team or the police.

The duty social worker taking the referral is given as much of the following information as possible by Montgomery Pre-School referrer.

- The nature of the concerns

- How and why those concerns have arisen

- The full name, address and dates of birth of the child.

- The names address and dates of birth/ages of family members along with any other names which they are known by.

- The names and relationship of all those with parental responsibility.

- Information on any other adults living in the household.

- Information relating to other professionals involved with the family, including the name of the child's G.P

- Any information held on the child's developmental needs and his/her parents'/carers' ability to respond to these needs.

- Any information affecting the safety of staff.

Record Keeping

MONTGOMERY PRE-SCHOOL keeps accurate, concise and clear records, that are signed, dated and timed.

MONTGOMERY PRE-SCHOOL's arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations of GDPR/Data Protection Act 2018

Records kept by MONTGOMERY PRE-SCHOOL are shared on a need to know basis with social services departments.

MONTGOMERY PRE-SCHOOL's child protection officer attends any multi-agency discussion and provides reports as necessary and appropriate.

Further advice on employment can be sought from ACAS at www.acas.org.uk

there are arrangements that set out the processes for sharing information with other professionals to protect children from harm.

<https://gov.wales/sharing-information-safeguard-children>

Throughout a child protection investigation

MONTGOMERY PRE-SCHOOL will:

- Make every effort to build and maintain trusting and supportive relationships between families, staff and volunteers.

- Do all it can to support and work with the child's family.

- Share any confidential records on a child with the child's parents, except in cases in which parents are implicated and evidence gives rise for concern.

- CIW will be informed of all allegations

Micheal Gedrim- Designated safe guarding lead for Powys local authority- safeguarding.education@powys.gov.uk 01597 826 431

Powys Front Door Services

Contact number/s Tel: Office Hours 01597 827666 Out of Hours 0845 0544847

<https://en.powys.gov.uk/article/8155/Report-a-concern-about-a-child>

Police: Local Police stations details:

Contact Number/s 999 or 101 or 01267 222020 outside Dyfed-Powys

Mid Wales and West Safeguarding Board

<http://cysur.wales/home/>

NSPCC Helpline 0808 8005000 <https://www.nspcc.org.uk/what-you-can-do/report-abuse/>

Childline 0800 11 11

CIW regional office:

Contact Number: 0300 7900 126 CIW.southwest@wales.gsi.gov.uk

EQUAL OPPORTUNITIES POLICY

NMS Regulation Standard 16

It is the policy of MONTGOMERY PRE-SCHOOL to be fully committed to the active promotion of equality of opportunity for all children and adults involved in our provision. It has been prepared to comply with the setting's obligations under the Equality Act 2010. (<http://wales.gov.uk/topics/equality/equalityactatwork/equalityact10/?lang=en>).

The points referred to in this policy are those covered by the Equality Act 2010, namely:

- Age
- Sex
- Race
- Disability
- Religion and belief
- Pregnancy and maternity
- Sexual orientation
- Gender reassignment
- Marriage and civil partnership

MONTGOMERY PRE-SCHOOL is committed to prevent and eliminate any unlawful discrimination, harassment, victimisation and other conduct prohibited under the Equality Act 2010 and the setting's ethos, behaviour policy and practice.

This policy should be read in conjunction with the following:

- Statement of purpose
- Sample contract and registration form
- Admissions, arrivals and collections (including failure), settling in and lost or missing child
- Parental involvement
- Medication
- Behaviour Management/Anti-bullying Policy
- Child protection Policy
- Additional Needs Policy

AIMS AND OBJECTIVES

- Operate an inclusive admissions policy.
- Recognise and celebrate individuality and the diversity of the community and to show appropriate respect for everyone.
- Recognise the potential of all children and adults who may work, use or visit MONTGOMERY PRE-SCHOOL.
- Challenge discrimination, personal prejudice and stereotypical views on equality issues whenever they occur, this includes staff recruitment, employment, and training.
- To ensure that recruitment, employment, promotion and development opportunities are open to all.
- To seek to ensure that, wherever reasonably practicable, all children have equal access to resources, facilities and activities are arranged and available for use by children and their parents/carers.
- Provide opportunities for children to explore, value and acknowledge similarities and differences between themselves and others, and learn about the impact of discriminatory remarks and behaviour.
- Operate an effective participation policy.
- MONTGOMERY PRE-SCHOOL will continue to strive to prevent and eliminate all forms of racism and racial discrimination.
- MONTGOMERY PRE-SCHOOL intends to provide an environment which allows disabled children full access to all areas of the setting.

MONTGOMERY PRE-SCHOOL will take any allegations of discrimination very seriously and is committed to investigating them properly and fairly under its Complaints Procedure.