



Newsletter

www.sprowston-nursery-playgroup.org.uk

Dear Parents and Carers,



A very warm welcome to all of our new children and their families and welcome back to our returning children and their families. We hope that whether you are joining us new or returning, that you all had a lovely summer and are ready for the start of the 1st half of the Autumn Term! For those of you who are joining us, welcome to your 1st Playgroup newsletter! Our half-termly newsletter is just one of the ways in which we communicate with you and is usually sent out to you within the first couple of days of each half term. It is crammed packed with information about the activities we will be running for the children, fundraiser events we have planned, and lots of other information we feel it is important for you to know. At the end of each newsletter there is also a 'cut-off calendar' with a summary of dates for the up-coming term. If at any time there is anything you are unsure of, please feel free to ask any member of the team, we like to think that we are a friendly, approachable lot!! Every Half Term we have a very loose 'topic' which we plan some of the activities around. This half-term our topic is Getting to know me, and below you will find a timetable for some of the activities we will be running during the weeks. In addition to these activities, the staff all work together to build in other activities for the children, based on what we learn about them, their individual interests and what they particularly enjoy doing.

Weeks	Dates	Activities	Please bring in (if you can)
1,2 &3	4 th Sept -20 th Sept	Bottle Seed Shakers, Painting and Sensory tent	
4 & 5	23 rd Sept-4 th Oct	Make A Kite, Cress People and Laundry	Empty Yoghurt Pots Empty Laundry Bottle/Boxes
6 & 7	7 th Oct-18 th Oct	Giant Spiders, Iced Biscuits and Hairdressers	Pipe Cleaners, Biscuit Decorations



Dressing for the weather

With our very changeable English weather, we would like to remind you that the children are able to access the outside area during all weathers, so please ensure that they are dressed appropriately for the day. On sunny days, remember sunhats and to apply sun cream before they come to playgroup. For children that stay all day, we are able to reapply sun cream at lunch time. Please provide a **named** bottle of sun cream which should be left on the trolley with lunch boxes, please do not leave in your childs bag. In wet weather remember coats and wellies in a named bag (we sell wellie bags, please ask a staff member for more details). Please also ensure that your children's footwear are suitable for a playgroup environment where children will be running and climbing, **unsuitable shoes can cause injuries**.



Please ensure that all items brought into playgroup are CLEARLY named inc Coats, wellies, lunchboxes, water bottles et etc. Thank you

Please help build our family tree!

Our display boards in the 'Busy Room' are areas where we display work that children have made. At the start of each new academic year, we use one of the boards to create our own 'Family Tree' and we would like for you to contribute a photograph of your family to add to the tree. Past years have shown that the children really enjoy seeing themselves and their family within their playgroup. It provides them with something to talk about, and a sense of belonging.



Don't forget about 'Show and tell' in our afternoon sessions too, where we encourage children to bring in something to talk to the rest of the class about, could be a photograph, toy, picture anything they would like to share with the rest of us. This really helps to build communication and confidence skills. Please remember to name all items and place them in the 'show and tell' box in the busy room. Please do not send in any valuables! Thank you

Tapestry Online Journal

All parents should have received their log in details for their child's Tapestry Account via email. If you have any problems using this online Journal please speak to a member of staff who will be able to advise you.

Facebook.

We use our facebook page to keep parents/carers up to date on any events/activities or news relating to playgroup on a daily basis. This page is intended to be used for these purposes only, and not for discussions/messages between staff/parents regarding individual children.

Should you need to get in touch with playgroup please call us on 01603 441529 (voicemail available) or email us at info@sprowston-nursery-playgroup.org.uk.

Parents Information Sharing Mornings:



We will be running our Information Sharing Morning on **Monday 14th October**. This morning will run from **9:15am until 11:15am**. About 2 weeks before hand, we will invite you to book a 15 minute appointment to see your child's Keyperson. The aim of this is to give you an opportunity to chat with them about your child's progress. There will be toys and a craft table for the children and refreshments available for a small donation. Look out for a letter with full details nearer the time.

Attention New Parents:

- **Internal Mail System:** Our internal mail system works in the following way. Staff will leave letters and other information with your child's work on the tables in the hall at the end of each morning session. Each child's work is labelled with a laminated name card, which should be left at playgroup for future use.
- **Safety First!** If you haven't done so already, please return your child's emergency forms to your child's Key person at the start of term. We would like to remind parents and carers that only people who are named on their child's Emergency Contact forms will be allowed to collect them. It is advisable to introduce the Staff, in advance, to relatives or



friends that you have named on this form. If this is not possible, then photographs can be kept in your child's confidential folder. If you are ever in a situation where you cannot collect your child, and have asked someone who is not listed on the emergency form to do so on your behalf, please call Playgroup on 01603 441529 and pass on the details of the person in question. A Password will be used on these occasions in line with our policy.

Afternoon Sessions -

If your child is staying all day, their named lunch box/drinks bottle should be taken into the Kitchen area (Paint Room) where any items needing to be kept chilled, can be suitably stored in our Fridge. (Please Note; any items placed in the fridge must be clearly labelled with your child's name). All items must be free from nuts & peanuts.

- PLEASE DO NOT LEAVE PACKED LUNCHES ON COAT PEGS.
- When arriving for afternoon sessions (if your child was not there for the morning) please make sure your child is registered with the staff member at the entrance before taking their lunch box into the Busy Room.
- In addition to this (and not as a replacement), our afternoon children are also encouraged to use a 'self registration system'. This is located inside the door to the Busy Room. By encouraging self-registration, children are given a sense of independence, recognition of their name and also time. Normally a staff member is beside the self-register, but if not, please encourage your child to find their 'balloon' and move them from the 'Home' section into the 'School' section. Thank you.
- Children are also encouraged to bring in an item, which is of interest to them, for 'show and tell'. Please ensure any items are clearly named and placed in the show and tell box. Please note: Items which are brought in are for the purpose of show and tell only and should not be brought with the intention of the children being able to play with them. We have an extensive array of toys and activities available every day, therefore children do not need to bring additional toys to play with. Thank you.

Healthy Snack Time:

We ask all children to contribute one piece of fruit, vegetable or other snack item (e.g. breadsticks/loaf of bread/raisins/fruit loaf etc.) once a week for sharing on our snack table. As part of our feedback from our questionnaires at the end of last term, some of the comments of 'what we could do differently' related to having a variety of food at



 snack time to encourage the children's understanding of living in a multi-cultural society. In response to this we would encourage foods from any cultural background to be brought in and shared on our snack table, we want all children to feel valued at playgroup. So please don't forget to include items such as poppadum's, Naan breads, chapattis, rice cakes, tortillas. All we ask is that items are kept in their original packaging, and home-made items are given with a list of ingredients to prevent risk to persons with allergies. All items must be free from nuts & peanuts.

Parents Meeting: Our next meeting is on Wednesday 2nd October at 7.30pm, held at Playgroup in our 'Busy Room' - please come along and find out all about what we do, meet other parents, help us fundraise- new members are needed and very welcome.

Safety First! - Arriving/Leaving Playgroup - Could all Parents/Carers dropping their child off at playgroup ensure that their child has been marked in the register before you leave, both in the morning and on arrival in the afternoon. We know how keen the children are to get into playgroup and see their friends, but it is really important that the staff member with the register has seen your child and is aware they are here. When you are leaving after dropping off your child/children in the mornings please ask a staff member to lock the main lobby doors securely behind you in order to keep all of the children safe and at lunch times when collecting your child/children you must leave by the doors at the end of the hall to ensure that a staff member registers your child out. Please also ensure that while waiting to come into playgroup, your child/children stay with you at the entrance and do not play around the bicycle racks and near the sheds. These areas are not safe to play around.



Car Park Safety !!!!

Please ensure your child(ren) have a firm grip of your hand as you arrive and leave playgroup. Please also remember to drive and park with care and consideration to others. The car park is always very busy with people coming and going!!! The disabled parking at the front of the hall area must be kept clear at all times allowing access for those needing these spaces to park.



Bicycle Safety!!

If you choose to cycle to playgroup with your child, we highly recommend that all children wear a cycle helmet whilst riding their own bikes or in a bicycle seat with an adult riding. If you use a bicycle seat for your child on your own bicycle, this should be correctly fitted with safety belts/restraints.

Uniform

We have a selection of pre-loved uniform for sale. These will be available to buy at 50p per item. They will be on the stage each morning for the next few weeks for you to look at.

If you would prefer to buy new uniform, this is available to buy **My Clothing** at the following address: <https://myclothing.com>

Uncollected Children

- If any child is left unattended after their regular playgroup session has finished, after 15 minutes the supervisor/assistant supervisor will contact the parent on given contact numbers.
- If no one is available, playgroup will call the additional emergency contact numbers.
- If no-one can be contacted, after 20 minutes the child will become the responsibility of the Social Services Department. The Social Services Duty Team will be called and requested to collect the child.
- Depending on circumstances Playgroup reserves the right to charge the parents for additional costs incurred at the rate of £20.00 for the first 15 minutes with a further £5 per 15 minute period thereafter up until the child is collected.



Diary of Events for 1st half Autumn Term 2019-2020

Wed 4 th Sept	Playgroup re-opens for Autumn Term (1)	9am
Wed 2 nd Oct	Parent/Committee Meeting Playgroup Busy Room	7.30pm
Monday 14 th October	Parent Info Day	
Friday 18 th October	Playgroup closes for Half Term	3:00pm
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Monday 28 th October	Playgroup re-opens for Autumn Term (2)	12.00pm



Safeguarding Children Policy-

Our Playgroup is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Aims of Policy

At Sprowston Nursery Playgroup we plan to provide an environment which ensures children are safe from potential abuse, including; Physical Abuse, Emotional Abuse, Sexual Abuse including female Genital Mutilation (F.G.M), Neglect, Bullying, Radicalisation & Extremism.

All staff will respond to any suspicion of potential abuse in a way which respects the child's rights and reinforces the adult's responsibilities to the children.

Procedure

In order to promote children's safety & welfare at all times the following procedures are implemented:

- At the child's induction visit to Playgroup a Welcome Pack is completed to include important information about individual child's needs. As part of this process the child's family/carer is asked to show the original of the child's birth Certificate naming the child and who has parental responsibility for that child (no copies of the birth certificate will be made by Sprowston Nursery Playgroup however the child's original birth certificate may be required again at a later date should the need arise). This information is kept confidentially in the child's own file; our staff will only use this information to keep children safe.
- An enhanced DBS check will be completed on an offer of employment. We do not accept portable DBS checks as per OFSTED recommendations.
- Playgroup children will only be toileted by persons who have been CRB/DBS checked.
- No Playgroup child will be left alone in a room with any adult who does not have a CRB/DBS check.
- Only staff/Regular Helpers who have been CRB/DBS checked can change children.
- Changing of children requiring undressing e.g. soiled/wet clothes or changing of nappies: this will

take place in a quiet, but not isolated, area of playgroup away from general public view; it will be handled in a discreet manner.

- Toilet areas have blinds at the doors for modesty of the children.

Photographs taken within the setting

Working with children may involve taking or recording images. It is important that this is done in ways that are legal and that safeguard the privacy, dignity, safety and wellbeing of children.

It is never appropriate for adults to take photographs of children in a work setting for their own personal use.

Upon entry to playgroup all parents/carers are asked to give their permission for snapshots of their children to be taken by the staff. These may form part of a record of activities their child has taken part in or be displayed in the group. To ensure all images of children taken within the setting are used for the purposes they are intended, photographs taken within the setting will only be taken:

- By members of staff on the Playgroup cameras and printed on the premises, or by a reputable facility.
- By Playgroup children on any of the Playgroups cameras and printed on the premises, or by a reputable facility. Cameras for use by the setting should be provided for recording images of children's activities and achievement's.
- Tablets & Cameras will be stored confidentially when not in use in a locked cupboard on Playgroups premises.
- By professional photographers by invitation only e.g. on Photographers Day, with parents/carers present.

Exceptions to the above rules are made during certain seasonal performances when parents /carers are invited to take photographs of their children.

Notice is given to parents/carers prior to this informing them that other persons may take photos of their children, giving them the opportunity to remove their child from the photograph

Gifts & Gratuities

- Any staff member receiving gifts/gratuities from a child/parent must declare these in written form to the supervisor or chair unless these are part of the groups agreed celebratory events i.e. leavers or Christmas and do not exceed the value of £10.
- The continued giving of gifts/gratuities or favours to a particular staff member could affect a staff member's professional integrity and would not be appropriate, in such case's the staff member would be obliged to report this to the Supervisor or Chair.

Storage of Mobile Phones

To ensure children's safety the use of mobile phone's/ cameras is restricted during playgroup sessions-

- Persons entering the premises with mobile phones are requested to hand these to a senior staff member to be stored in a locked container, any personal belongings to be placed in the secure storage area in the box provided out of reach of the children.
- Personal mobile phones must be stored securely in a locked container. This area is not accessible to children. It should be clearly understood on the Playgroup premises that all personal mobile phone use is limited to allocated breaks and will take place within the designated areas away from children.
- Staff /Parent/Carers/ Helpers who may need to be contacted whilst at the group may give the playgroups telephone no. 01603 441529 should they need to be contacted in an Emergency.

- Any persons using the group i.e. visitors, needing to use their mobile phone for urgent calls will be asked to use them in an alternative part of the building, not in the vicinity of Playgroup children.
- Exceptions to the above would be on outings/trips off of the premises, when playgroup will use their own dedicated mobile phones in an emergency. Please note that these mobile phones do not have cameras.

Child Protection

'This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment' (Children's Workforce Development Council, 2009)

Policy

Sprowston Nursery Playgroup follows the Norfolk Safeguarding Children's Board guidance and the Early Years Foundation Stage (2017) requirements, regarding child protection issues and the reporting of any allegations of suspected child abuse.

All adults working with children including staff, students and volunteer helpers have a duty of care to protect children from abuse and to ensure children's safety and wellbeing.

Parents need to be aware that Local Authority Children's Services Department/OFSTED requires that any member of staff or volunteer working at Playgroup accepts the responsibility to pass on information and concerns regarding a child who may have been abused or is likely to be abused.

Although the signs and symptoms listed below may be indicators of abuse, there may be an alternative explanation, however it is not appropriate for staff to try to determine the cause of any injury or indicator of abuse. The list below shows types of abuse:

- Emotional abuse-is the persistent emotional maltreatment of a child.
- Neglect- is the persistent failure to meet the child's basic physical and/or psychological need.
- Physical abuse- may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or other physical harm.
- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activity; this may include involving a child in looking at sexual images or encouraging them to behave in a sexually inappropriate way.
- The purpose of the PREVENT government Strategy is to stop people becoming terrorists or supporting violent extremism in all its forms. Children/adults may be exposed either inside or outside of the family through direct contact or via social media to views which actively encourage them to be intolerant of others cultures, race or religion. Children at risk may be subjected to gender specific stereotypical behaviours i.e. segregation of girls and boys.

Adults who are in close contact with young children and in a prime position to notice radical changes in behaviour, worrying marks and bruises or to hear children talking about experiences which may give cause for alarm. Any such incidents will be recorded on a concerns form in the child's personal file and kept securely in our lockable storage box. Records of any incidents or behaviour will be used by the staff to see if any patterns are occurring.

Parents will be informed unless the conversation with parents would for example place the child or another child, or someone else or the referee at increased risk of suffering harm. In some circumstance consent is not required if by doing so this may undermine the investigation of a serious crime. The child's safety is paramount, staff will use their professional judgement to decide if and when to share or not share information, a written record will be kept of the decision and with whom the information was shared and the reasons for sharing /or not to share.

At all times we will seek to work in partnership and share information with parents/carers to support their child's safety unless the child is considered to be at risk from sexual abuse, or where there is cause to believe that a child may be suffering from or is at risk of significant harm.

The prime responsibility of the group is to protect the child. Groups have a duty to take action, however we sincerely hope this would not put any strain on our special relationship as carers of your child. With this partnership in mind we would like parents to keep us informed of any accidental injuries that occur outside of Playgroup. These will be recorded in the accident records Off the premises book.

Procedure

- All staff, student, helpers, paid & unpaid volunteers will be given information ahead of them starting in their role at playgroup as part of their induction they receive an induction pack and training which includes Safeguarding and Child Protection. Staff will sign the training log to prove they have received and understood this policy.
- Our Welcome pack given to parents/carers at their first visit before taking up their space at playgroup, contains information including our Safeguarding & Child Protection Policy, Complaints and Confidentiality Policies. Parents sign that they agree to and will adhere to these policies.
- Our Safeguarding Policy & Procedure is on the Agenda and mentioned at every Playgroup Committee Meeting.
- All staff, volunteers and parents are aware of the leaflet entitled 'What to do if you're worried a child is being abused'. This leaflet is always kept on the group's notice board and should be referred to if anyone has any cause for concern about a child in Preston Nursery Playgroup's care.
- At Sprowston Nursery Playgroup the Safeguarding Lead Practitioner is the Supervisor (Carol Clarke) and the Deputy Safeguarding Lead Practitioners (Michelle Green & Rachel Barrett) All adults working voluntarily or paid in our Playgroup are made aware of the fact that such work is exempt from provision laid down in the rehabilitation of Offenders Act 1974. We do this by asking them to complete a Disclosure Application Form which is then processed by an independent body and verified by the Disclosure and Barring Service formerly the Criminal Records Bureau (CRB/DBS).
- Adults will not be allowed unsupervised access (e.g. taking children to the toilet) until confirmation from the independent body that they are suitable to do so. In the event of a member of staff taking up their role without a current CRB/DBS certificate, the new staff member will be deployed alongside an existing member of staff while awaiting their valid CRB/DBS certificate and will not be allowed to have unsupervised access to children.
- Staff members promoted within the playgroup to a higher position are required to have a further DBS check.
- The member of staff/volunteer/parent will approach the Supervisor (Carol Clarke) or the Deputy Safeguarding Lead Practitioners (Michelle Green or Rachel Barrett) with their concerns.
 - The Supervisor/ Deputy Safeguarding Lead Practitioner will discuss in a confidential manner with the Chair if necessary.

Allegations Made against Person/Persons who work with children (Paid or Unpaid).

All adults attending Sprowston Nursery are aware of their responsibility to ensure the safety and wellbeing of all children who attend our group. Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. Possible types of inappropriate behaviour:

- An adult touching a child in a way which may be considered indecent or inappropriate.
- An adult showing favouritism or continual giving of gifts or rewards to a particular child, when not part of an agreed behaviour plan or as part of a recognition of achievement.
- An adult who seeks or initiates inappropriate physical contact with a child, where necessary some physical contact may occur when comforting a child or when providing emotional support by placing an arm around a distressed child. Any such contact should only take place if the child initiates or agrees to this happening.

The following procedure will apply for the any allegations made against an adult working with children in our setting.

1. If an allegation is made about a member of staff/volunteer in the setting the Supervisor/Chair will clarify and record what is alleged, then inform the Local Authority Designated Officer (L.A.D.O) on telephone number 01603 223473. The L.A.D.O will advise the group of any further action to be taken; this may include guidance regarding any further disciplinary action i.e. suspending the individual involved from the group. We will follow any procedures required by the Government following their review of the Disclosure and Barring Service.
 2. If no evidence is found the member of staff/volunteer will continue at Playgroup.
 3. If evidence is found we will follow our disciplinary procedures after seeking advice from the Local Authority Designated Officer (L.A.D.O) on telephone number 01603 223473, or if a volunteer they will be asked not to return to Playgroup, OFSTED will be informed.
- If anyone suspects the Chair of any form of abuse, Playgroup expects the individual to consult the Supervisor. The Supervisor will follow the Local Authority Guidance and will contact the Local Authority Designated Officer (L.A.D.O) on telephone number 01603 223473 /OFSTED.
 - If anyone suspects the Supervisor of any form of abuse, Playgroup expects the individual to consult the Chair. The Chair will follow the Local Authority Guidance and will contact the Local Authority Designated Officer (L.A.D.O) on telephone number 01603 223473 /OFSTED.

Disqualification by Association (as a registered provider this applies to any employee, in our registered setting).

- Any registered provider or childcare worker may also be disqualified from working with children because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed.
- A disqualified person may however apply to Her Majesty's Chief Inspector for a waiver of disqualification in some circumstances if they provide Ofsted with relevant information

REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT

Any allegations made about a child who may be at risk or is being abused off of the premises should be made to the Supervisor & Safeguarding Lead Practitioner Carol Clarke or Deputy Safeguarding Lead Practitioners Rachel Barrett or Michelle Green. The following procedure will then be carried out:

- 1) If this is a general concern without concrete evidence, the situation will be monitored through on-going observations and staff/Key person discussions. Staff will record any concerns on a Concerns form which will be passed to either the Safeguarding Lead Practitioner or Deputy Safeguarding Lead Practitioner. The concerns form will be stored in the child's individual confidential file. If we have a concern about a child or children the Safeguarding Lead Practitioner will telephone the Children's Advice and Duty Service (CADS) on 0344 800 8021 immediately. We will be put through to a Social Worker who will take all of the relevant details.

We will make sure we are prepared with full details of the child and family, plus what our concerns are, details of any support we have provided to the child/family and what we would like to happen. We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform the CADS worker of this and the reason for this. When actions by CADS are agreed the family will be informed when possible, unless this would place the child or another child, or someone else or the referee at increased risk of suffering harm.

2 If concerns have a more specific nature but without concrete evidence, Children's services Children's Advice and Duty Service (CADS) team will be contacted on telephone number 0344 800 8021 (CADS) and advice will be asked from them all conversations will be recorded in writing. Playgroup will not investigate and will be led by the Local Authority and/or the Police.

3 If specific evidence is found, then the matter will be reported straight away to Norfolk County Council Children's Advice & Duty Service (CADS) team on 0344 800 8021 or out of normal opening hours Norfolk County Councils main telephone line 0344 800 8020. Where possible we will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation or where there is cause to believe that a child or another child, or someone else including the referee are deemed at increased risk of suffering significant harm.

The CADS worker will agree a way forward with Playgroup and keep Playgroup informed. They will send Playgroup a written record of our conversation within 5 working days. The outcomes could include a full referral to the Multi Agency Safeguarding Hub (MASH) for further investigation, the Police, or for work with Early Help. Playgroup will not investigate and will be led by the Local Authority and/or the Police.

Playgroup will make careful records of all conversations, in ink, including the dates and times of who we spoke to, the information shared and the action agreed. Playgroup do not need to send a written referral.

4. Prevent Duty of Care - **The purpose of the PREVENT Strategy is to stop people becoming terrorists or supporting violent extremism in all its forms.** If anyone has a concern that a child or other individual maybe vulnerable to violent extremism without any concrete evidence staff will complete a concerns form and hand this to the Safeguarding Lead Practitioner who will where appropriate contact Norfolk County Council Children's Advice & Duty Service (CADS) team on 0344 800 8021 or out of normal opening hours Norfolk County Councils main telephone line 0344 800 8020. Playgroup will not investigate and will be led by the Local Authority and/or the Police.

In some circumstances this call can be made prior to informing parents, if for instance this would place the child or another child, or someone else or the referee at increased risk of suffering harm or if by seeking consent this may undermine the investigation of a serious crime.

If there is sufficient evidence a referral to Children's Advice and Duty Service (CADS) is made under the Prevent Duty of Care by completing a form: VTR (Person Vulnerable to Radicalisation) and parents will be asked to sign to give their consent before sending this form to MASH (Norfolk Multi Agency Safeguarding Hub). However, in some circumstances parental consent would not be required if for instance this would place the child or another child, or someone else or the referee at increased risk of suffering harm. When it is believed that a child is in imminent danger or a crime has been committed the Police will be contacted.

If any adult has reasonable cause to suspect a child is suffering or is at risk of suffering **significant harm**, they should take personal responsibility for reporting this by contacting the Norfolk County Council direct on telephone no's 0344 800 8021 or the police if it is believed that a child may be in imminent danger or a crime has been committed.

- All discussions will be treated with absolute confidentiality.
- Children's Services will investigate all concerns put their way as this is their legal duty according to

the Children Act 2004.

- Staff regularly attend and update training for Child Protection.
- Staff, helpers and parents can also obtain help and advice from Children's Services Children's Advice and Duty Service (CADS) on the following number 0344 800 8021 or out of normal opening hours Norfolk County Councils main telephone line 0344 800 8020.
- For further information regarding our safeguarding practice please read the Safeguarding policy in conjunction with the following Policies and Procedures:
 - ❖ Whistle Blowing
 - ❖ Positive Touch
 - ❖ Social Networking
 - ❖ E Safety
 - ❖ Responsibility of Staff in an Emergency
 - ❖ Health and Safety
 - ❖ Personal, Employers Rights and Obligations
 - ❖ Supervision
 - ❖ Student Placement
 - ❖ Recruitment of Ex-Offenders
- Additional information can be downloaded from the Norfolk Safeguarding Children's Board website: <https://www.norfolkscb.org>

Department of Education document the Revised Prevent Duty www.gov.uk, and the DBS Authority website www.dbs.gov.uk https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf

This policy was adopted at a meeting of Sprowston Nursery Playgroup.

Held on

Signed on behalf of the Pre-School

(Role of Signatory)

Date for Review