

Glaisdale Playgroup Safeguarding Children Policy.

Related policies and procedures: Equality, Additional (special) Needs, Partnership with parents, Behaviour, Administration of Medicine, Non – Collection of children, When a child leaves the group unattended, Arrival and Departure, Admissions, Key Person, Safe Recruitment, Staffing and Employment, Confidentiality, Record Keeping, Staff discipline, Nappy Changing and Personal Care, E Safety, Whistle Blowing, Prevent Duty.

Glaisdale Playgroup recognises that all children have the right to protection from abuse, taking its responsibility to protect and safeguard the welfare of children very seriously. We intend to create an environment where children are safe from abuse and in which any suspicion of abuse, at home or in setting, is promptly and appropriately responded to. We have a system of procedures for dealing with concerns about possible abuse. We ensure adults listen and talk to children about their safety. Any concerns will be discussed with parents, unless this is deemed inappropriate in safeguarding the child. The group will maintain close links with statutory childcare authorities, to support any further action taken.

This policy applies to all staff, parents and volunteers who act on behalf of the organisation and who come directly into contact with children. Every individual has the responsibility to inform the designated person in respect of child protection and of concerns relating to safeguarding the welfare of children.

Designated Lead Person:	Janet Houlston 897554
Deputy Lead Person:	Helen Purtill 897867
Child protection officer on the committee:	Lucy Prowse

The staff and members of the committee have a responsibility to ensure all necessary measures are in place to safeguard children. The committee and senior staff will review this policy and any associated policies annually, or sooner as statutory updates dictate, referring to guidance on www.safeguardingchildren.gov.uk. We will refer to North Yorkshire Safeguarding Children's Board procedures at all times.

Definitions of abuse

Physical Abuse

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institution or community setting; by those known to them, or more rarely by a stranger. Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be

caused when a parent feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Emotional Abuse

Emotional abuse is the 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 the children that they are worthless or unloved, inadequate, or valued only in so far as they meet the need of another person. It may also involve causing children frequently to feel frightened or in danger, other exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse

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 (e.g.: rape or buggery) or non penetrative acts.

They may include non-contact activities such as involving children in looking at, or the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Under no circumstances should the DLP or any member of playgroup organisation attempt to carry out investigations into allegations of sexual abuse. The role of the DLP is to collect exact details and to provide this information to Child Protection agencies who will investigate under the Children Act 1989.

Neglect

Neglect is the 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 or 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 emotion.

In order to achieve a safe environment we will: -

Model and discuss acceptable behaviour, use teaching and learning materials and use good practice to help the children learn what is and what is not acceptable and realise that things that are happening to them are not acceptable. Staff will take time to talk to and listen to children about their concerns and welfare.

All staff and parents are made aware of our policies and procedures especially regarding the taking of and use of images. Refer to the E Safety(Use of mobiles) policy. All mobiles and image taking/storing equipment used on the premises belong to the group, and are used and stored by staff only, using playgroup equipment. All other items are not to be used and should be stored during sessions in the box clearly marked for this purpose.

Responsibilities:

Committee/registered person:

The policies will be reviewed annually and our procedures for child protection, safeguarding arrangements will be reviewed regularly using information received via: updates, case reviews and any information received, by staff, during relevant training. Welfare checklists will be monitored, training records updated, checks made on our suitable people updated. Members of staff will update their DBS certificate every 5 years.

The committee, with the nominated person, ensures that Safer Recruitment practices are in place. And that at least one member of interviewing panel has attended Safer Recruitment training.

It is their responsibility to make sure allegations made against any persons working in setting are dealt with effectively.

They are responsible for ensuring the Child Protection Training Record is maintained and monitored.

The registered person will make sure supervision and appraisal practice allows for the discussion of any welfare concerns and identifies the need for safeguarding training.

The registered person should inform Ofsted of changes in:

Management; persons living or working on the premises; nominated person; name of the committee; name of the charity; any changes in name, date of birth, address of people making up the committee.

They must also notify Ofsted of any cases of:

food poisoning involving 2 or more children looked after on the premises; any serious accident or injury to, or serious illness of, or the death of any child while in our care and the action taken; **any allegation of serious harm against, or abuse of a child by any person looking after children on the premises, (whether this takes place on the premises or elsewhere) or by the registered person or any person living, working or employed on the premises, or any abuse which is alleged to have taken place on the premises, the action taken in respect of these allegations. Any other significant event that is likely to affect the suitability to look after children concerning the registered person or any person caring for children on the premises.**

Designated Lead Practitioner:

The welfare of the child in our care will be the priority and the DLP will:

Refer a child to Children's Social service or the police where there are any concerns regarding abuse or neglect. Where sexual abuse is suspected the DLP will refer directly to Children's Social Service or Police Child Protection without speaking to the parents.

Liaise with other agencies about concerns. Other professionals are well placed to identify neglect and offer support. (Parents may see these as less intimidating than Children's social service or the police.)

Talk to parents where appropriate. Parents will not be approached if discussion will place the child at increased risk of harm. If the practitioner thinks that the parents/carers may be responsible for the harm then they should seek advice from Children's Social Service or the police.

Keep exact records of information given, marks etc. provide these to the appropriate agencies and ensure they are stored confidentially, safely and securely.

Attend multi-agency meetings.
Contribute to Child Protection plans.
Provide support, advice and guidance to all staff ensuring they are aware of Safeguarding policy.
Seek advice and support for staff from relevant agencies where appropriate.

Staff team:

All staff should follow NYSCB guidance and procedures, and have completed training in Child Protection and Safeguarding.

It is **not** the responsibility of the staff to investigate welfare concerns or determine the truth of any disclosure or allegation. However all staff have a duty to recognise concerns, all concerns must be recorded and discussed with the DLP prior to discussion with parents.

Staff should immediately report:

Any suspicions that a child is marked, injured or bruised in a way which is not accountable by normal knocks and scrapes received in play.

Any explanations given which appear inconsistent or suspicious.

Any behaviours which give rise to suspicions that a child has suffered harm including significant change in behaviour, worrying drawings or play.

Any concerns that a child is suffering from inadequate care, ill treatment or emotional neglect.

Any concerns that a child is presenting signs or symptoms of abuse or neglect.

Any significant changes in child's presentation, including non-attendance.

Any hint or disclosure that a child is being abused or neglected, received from the child or another person. Including disclosures about abuse or neglect perpetrated by adults outside of the family or by other children or young people.

Any concerns regarding people who may pose a risk to children or working at playgroup, including: Failure to follow playgroup's policies and procedures including Guidance on Safer Working Practices NYCC 2014. Inappropriate conduct, inappropriate sexual comments and behaviours. Excessive 1:1 attention beyond requirements of role and responsibilities. Taking or sharing child abuse images.

Ensuring Suitable People:

See also Safer Recruitment Policy.

It will be made clear to applicants for posts within the group that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

We will not employ anyone who is on the DBS barred list or who is disqualified from Childcare. We are aware that it is a criminal offence to employ anyone that is disqualified from working with children and we will ensure this does not happen through our recruitment policy and enhanced DBS checks.

All applicants for paid work will have their identification and qualifications checked and complete an Enhanced Disclosure and Barring check. DBS via Capita.

All committee members must complete enhanced DBS checks and EY2 forms also.

A record is kept securely of the DBS number, requesting body and the date of issue of these for the duration of the person's employment/ involvement with the group.

We will investigate the relevance of any criminal record, if found, to ascertain the relevance to our setting.

The group will follow guidance from The Disclosure and Barring Service, The Local Education Authority and OFSTED.

All appointments will be for a probationary period and not confirmed until the group is sure the applicant is safe to care for children.

New members of staff will have an induction period during which they will be shown good practice, expected to read and follow the group's policies and procedures. Staff will be supervised during this period.

Staff are made aware of the need for them to disclose any circumstance which could lead to disqualification, including allegations against a person living at the same address as them.

All visiting staff from other organisations will have their identity checked and verified with their organisation if they are not known to the setting and are not expected.

Seek and supply training.

Staff will have opportunity to complete regular training at least every 3 years, to ensure they are aware of signs; symptoms of possible physical, emotional and sexual abuse and also neglect

Where a course is unavailable, all staff will update using the Safeguarding Children on line training at www.safeguardingchildren.gov.uk

The DLP will have attended advanced training and receives regular updates at Leadership Forums, including items such as: responding to and recognising issues, and information from Serious Case Reviews. This information is then cascaded to all staff.

Newly recruited staff must also attend a Safeguarding Children Basic Awareness course as soon as one becomes available.

The formal induction of staff includes the giving of information regarding all aspects of our safeguarding policies and procedures and other related policies, conduct and behaviour expectations.

All staff are trained in paediatric first aid and there is always one member of staff available at all times.

We fulfil the requirements for relevant qualifications as set out in the Statutory Framework.

Opportunity is given for all staff to review and reflect on safeguarding or child protection concerns they may have, including concerns about the practices of colleagues.

Glaisdale Playgroup recognises that staff who have dealt with issues of child protection may need guidance and emotional support. We will seek out and provide support, advice and counselling for staff who have dealt with cases of abuse or

neglect. Support will come either from within our group or from external agencies depending on the needs of the staff members at the time.

Prevent abuse by means of good practice.

Adults will not be left for long periods with individual children or small groups.

Staffing ratios are met at all times, as set out in the statutory framework.

All adults are aware of our no smoking and no substances policy and will not be allowed to work with children under the influence of drugs and alcohol, if taking medication which may affect ability to care for children they will seek medical advice as to their suitability for work.

All are aware of our policy regarding the use of image taking and storing. E Safety.

Adults who have not been registered as 'fit' persons (DBS) will not take children unaccompanied to the toilet.

The layout of the room is such that it permits constant supervision of the children.

All are aware that corporal punishment is not to be used in any circumstances.

We will inform OFSTED in circumstances where we are legally bound to do so as set out in the statutory framework and registration requirements as soon as reasonably practical or at latest within 14 days.

Any person under 18 will be supervised by members of staff.

Respond appropriately to signs of abuse.

The first concern will be the child. Children whose condition gives rise to concern will be listened to, reassured and helped to understand that they are valued and respected and have not been at fault.

Changes in a child's behaviour / appearance will be noted and queried. All staff will take any concerns confidentially to the leader who will liaise with the child protection officer. The concern will be recorded confidentially.

We follow the guidelines set out by the North Yorkshire Safeguarding Children's Board.

Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties the matter will also be referred to the Social Care Customer Relations Unit.

In some circumstances the Social Care Customer Relations Unit may be the first point of contact. If it is felt that discussion with the parent/carers will put the child at more

harm or that the parent/carers may be responsible for the harm then discussion with the parent/carers will not be carried out until advice has been sought from Children's Social Services or the police. The Group Leader and /or Child protection Officer for the group will liaise with Social Care customer Relations team. A record of referrals and outcomes will be stored confidentially in a Safeguarding Children folder.

All suspicions and investigations will be kept confidential, shared only with those who need to know. Privacy and confidentiality are essential and it is a criminal offence not to keep it this way.

Allegations against staff

Glaisdale Playgroup has a range of policies and procedures and good working practices in place. These ensure that staff conduct themselves and behave appropriately, and that they are not made vulnerable to allegations of inappropriate or abusive behaviour.

In the event of an allegation being made against a member of staff the Local Area Designated Officer will be contacted, in line with North Yorkshire Staff Allegations Guidance, and the North Yorkshire Safeguarding Children's Board procedures.

If an allegation of abuse is made against a volunteer or member of staff of any form of abuse he/she will be interviewed immediately by the Designated Lead Practitioner and Child Protection Officer from committee in liaison with the Local Area Designated Officer.

The LADO will be contacted by any member of staff if they feel a concern is not being dealt with appropriately, and/or feel they cannot raise their concerns with the committee. Staff can also contact Ofsted directly.

If an accusation is made against the person in charge Designated Lead Person, the same procedures will be followed involving the Deputy Lead Person, the Chair person and the Child Protection Officer from committee, they will contact and liaise with the Local Area Designated Officer for support. All procedures will be followed by these people as they would be if being investigated by the lead Designated Person.

These could be in a number of ways: enquiries by Children's Social Care, investigation by police, and investigation by the employer following the disciplinary procedure this may involve further investigation by Ofsted.

Actions to be taken:

The details of the allegation will be recorded by the person receiving them or having witnessed the event. In the first instance a Child Protection Record form will be filled out.

Procedures will be followed no matter who the allegation concerns.

The **immediate safety of the child/ren** is the main concern including accessing urgent medical attention.

The person whom the allegation is about will be informed of the allegation and next steps will be decided in liaison with the Local Area Designated Officer, a decision will be made as to the need to suspend the member of staff, on full pay, while investigations are undertaken. We will follow guidance from other agencies and follow NYSCB procedures. (North Yorkshire Safeguarding Children's Board)

Ofsted will be notified of any allegations of serious harm or abuse by any person working, looking after, or living at the premises.(irrespective of whether the harm occurred on the premises or elsewhere) All notifications will be made asap or within 14 days at the latest, we recognise it is a criminal offence not to do this.

We will take note of the Early Years Setting Child Welfare Files Appendix C when preparing records and monitoring records. This details information needed in various bullet points.

Confidential records will be kept, in a separate file and stored securely. These records will include details of the allegation, subsequent proceedings, and the final outcome.

The member of staff will receive a copy of the interview record and written notification of actions to be taken. Records will only be shared with those who need to know. Records will be retained until the child's 25th birthday.

Early Intervention Manager:

Coast:-

Liz White – 01609 797464

Jill Benson – 01609 538719

Safeguarding and CP Managers &Local Area Designated Officer (LADOS):

Coast:-

Karen Lewis – 01609 534200/07715 540711

Dave Peat – 01609 535646/07814 533363

Senior Education Social Workers:

Coast:-

Sally Locke – 01609 534460

OFSTED- 0300 123 1231 or 0300 1234 666

Children's social care:

01609 536993

email: social.care@northyorks.gov.uk

Prevention Service East

Diane Leith 01609 532479

Other phone contacts see extra sheet in folder.

Keep records.

When a member of staff wishes to raise a concern they should consult the Safeguarding questions sheet and provide as much accurate information as is possible.

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance a specific and confidential record will be set up, separate from the normal record keeping. The record will include the child's name, address and age. Timed and dated observations, description of the child's behaviour / appearance, without comment or interpretation; where possible, the exact words spoken by the child, name and signature of the person making the recording.

All staff should complete a written record of concern, even where it is not appropriate to make an immediate referral. The DLP will keep all records and is responsible for collating and reviewing these records.

The records should include:

- Statements, facts and observable things (what is seen and heard)

- A diagram of injuries indicating the position, size and colour of any injuries (not photograph)

- Words used by the child, these should not be translated into 'proper' words.

- Non-verbal behaviours.

- Contacts/meetings with parents and other agencies/professionals. These should be dated, timed and include a summary of discussions, decisions, with the reasons for these and any agreed actions.

In most cases we aim to work with parents and we will inform them of our concerns, and share the records. Unless we feel that this may put the child at 'risk of harm'.

We will explain to them any intention to bring in other agencies.

The keeping of the records by the DLP (unless the concern relates to the DLP, in which case the deputy DLP, committee representative and chairperson)

These records will be stored securely. Information will only be shared with other staff on a need to know basis to ensure the safety and welfare of children.

The records will be copied and shared with any setting or school the child moves to clearly marked "Child Protection, Confidential, for the attention of: DLP(early years) or DSP(Designated Senior Person, Schools)"

Records regarding concerns will be kept until the child's 25th birthday.

These records will be kept separate and will be accessible on a 'need to know basis' as appropriate.

Liaise with other bodies.

Our group operates in accordance with guidelines laid down by the registering authority. Confidential records about children who are cause for concern will be shared with the Early Intervention Manager, LADO, Children's Social Care, Police, as is appropriate, if an adequate explanation has not been provided.

If a report is made to Children's Social Care team the parent will be informed unless it is not in the child's best interest. Where staff feel it is inappropriate to approach a parent in the interest of Safeguarding a child, staff will follow the 'What to do if you are worried about a child' flow chart and operational plan, as well as contacting Children's Social Care Customer Relations for advice.

All discussions with other agencies and any actions taken will be recorded and kept in writing.

North Yorkshire Social Care Customer Service Centre :

Professionals only: Telephone: 01609 536993.

Fax: 01609 532009

E mail: Social.care@northyorks.gov.uk

Emergency Duty Team: **0845 0349417** Referrals: 8am- 5.30pm weekdays and 9 am -5 pm on Saturdays. Ask for Assistant Team Manager in our area.

Central Database - 01609 536462

If a child has a social worker their number will be have been noted to enable quicker contact.

The NSPCC can be contacted 24 hours a day on 0808 800 5000 for advice or referrals.

E mail: help@nspcc.org.uk

Police; 101

Ofsted; 0300 1231231/0300 1234 666

Telephone referrals will be followed up with a written referral in 48hours.

Support families.

The playgroup will take every step to ensure trusting and supportive relationships between families and staff.

Where abuse at home is suspected the group will continue to welcome the child and family while the investigation proceeds.

Confidential records kept on a child will be available to the child's parents, shared only on a need to know basis. This is with the proviso that the care and safety of the

child is always paramount, the group will do all in its power to support and work with the child's family.

This policy was adopted on 01/09/2018

(signed on behalf of the committee by) H. Purtil