



SAFEGUARDING CHILDREN POLICY - CHILD PROTECTION POLICY

Effective from 1 Sep2018. Latest future review date September 2019.

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Aim of this policy

Our prime responsibility is the welfare and wellbeing of all children in our care as well as providing a safe environment in which our children can playfully and safely learn. Our procedures are preventative [including following safer recruitment procedures, vetting and induction] as well as reactive [including awareness and clear reporting and recording procedures]. These matters are more fully explained in this policy.

This policy is produced to define procedures associated with The Kindergarten at St. Joseph's to safeguard children attending sessions enabling Staff and Carer to put those procedures into practice.

For the purposes of this policy Staff are adults working in the setting including students and volunteers.

For the purposes of this policy Carer means parent[s] and / or carer[s].

Safeguarding is defined as:

- protecting children from maltreatment; • preventing impairment of children's health or development; • ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and • taking action to enable all children to have the best outcome

Internal Key Contact Information

The Designated Safeguarding Lead [DSL] is Louise Kirby. Should Louise be absent or not contactable the Deputy Designated Safeguarding Lead [Deputy DSL] is Caroline Willcocks. Annabelle Price is also trained to DSL requirements.

The DSL roles and responsibilities include

- sharing information with the Staff team
- accessing information and liaising with outside agencies to make sure information is up-to-date
- collating information when there are concerns regarding a child
- contacting Surrey Local Hub who can provide relevant and up-to-date advice and make decisions regarding referrals

To ensure the appropriate actions are taken, all matters concerning Child Safety at The Kindergarten at St. Joseph's must be referred to the DSL in a timely and confident manner.

Should for any reason contacting the DSL cause concern please refer to our Whistle Blowing Policy and Complaints Policy for further advice.

Within this policy we provide contact information for relevant external agencies together with other useful resources and websites.

Implementation of this Policy

Any allegation will be treated properly and seriously while fully respecting the confidentiality surrounding such matters. We consider Parent/Carer involvement essential and will raise the matter with those registered with us without unnecessary delay. However if we consider that sharing information about concerns with the Carer may put the child at risk of significant harm we will seek advice from the Surrey Local Hub in the first instance.

Procedures

Should an allegation be made we will instigate procedures outlined in the following paragraphs to investigate the authenticity of the allegation prior to informing Surrey Local Hub unless indicated in the procedure.

The Kindergarten at St. Joseph's follows a procedure to safeguard children based on

- Statutory Framework for the Early Years Foundation Stage
- Surrey Safeguarding Children Board (SSCB) Manual of child protection guidelines
- What to do if you're worried a child is being abused – (2015)
- Prevent Duty (2015)
- Working Together (2015)
- Keeping Children Safe in Education (September 2015)

All Staff are trained to respond appropriately to any:

- Significant changes in children's behaviour
- Deterioration in children's general well-being
- Unexplained bruising marks or signs of abuse including bruising in non-mobile children
- Signs of possible abuse and neglect
- Comments children make which give cause for concern
- Inappropriate behaviours displayed by other members of staff, students and volunteers.

All Staff are trained to react immediately to any concern or suspicion of any matter relating to safeguarding including those outlined in the Prevent Duty (2015).

In either situation they are instructed to raise the matter immediately with the Louise (DSL). The procedure will then follow the flowcharts 1 to 5 as published in Working Together to Safeguard Children 2015' (See also pages 9-12 of this policy)

If a referral is made to Children's Social care by telephone a written referral is required within 48 hours and the appropriate form can be downloaded from SSCB website.

Should any allegation being made against a member of Staff, regardless of location, Staff are instructed to raise the matter with Louise (DSL) who is to immediately inform the Surrey Social Care Team, Ofsted and the local authority child protection designated officer (LADO)

Staff are encouraged to pursue all such matters to ensure the correct action has been taken by Louise (DSL) and are further enabled by the provisions in our Whistle Blowing policy

The Kindergarten will inform Ofsted, as soon as is reasonably possible and within 24 hours by telephone and no later than 14 days in writing, of any abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.

We aim to build and maintain trusting and supportive relations among Staff and Carer reinforced by treating any matter with confidentiality. Should an allegation be made we would continue to welcome the child and Carer whilst investigations are ongoing should this be appropriate.

Recording Allegations and / or Concerns

Staff make a record of:

- The child's name, age and address;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other person present at the time.

This information together with actions, outcomes etc. will be kept confidentially on a central register and maybe both in hard and electronic format. The Kindergarten at St. Joseph's will share information with the child's new setting/school, with permission from the child's parents/carers. In some cases advice may be sought from other agencies such as Children's Services or the Health Visitor. If this is the case we continue to work with the other agencies with the parent/carer's permission and involvement. We are committed to provide support as part of a multi-agency team to bring about the best outcomes in the interest of the child.

Informing the Carer

Carer is normally the first point of contact, unless it is felt that would place the child or other children at risk of significant harm. If a concern is recorded, the Carer is informed by Louise as soon as reasonably possible except where the guidance of the Multi Agency Safeguarding Hub (MASH) is otherwise. A record of the conversation will be recorded in a discussion format.

Staff

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (or formerly the Criminal Records Bureau) have unsupervised access to the children, including helping them with toileting.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- Should there be a need Louise can be contacted outside of operating times by emailing welcome@kindiejoes.co.uk. Louise will check for incoming emails during the holidays as frequently as is possible.

Training

Our procedures are consistent with guidance from the SSCB. To ensure all members of Staff are familiar and understand these procedures they are given a hard printed copy of this policy in their induction pack and at the commencement of each academic year. The policy is fully discussed when joining and at the first Staff meeting of an academic year and is included as an agenda item at all Staff meetings [6 planned Staff meetings every academic year]. The following are examples of pro-active enhancements we use at our setting to maintain standards in connection with child protection.

Induction. Prior to joining the setting Staff are issued an induction pack which includes practical implementation information. As part of a logged induction process, pro-active discussion of this policy with the Louise (DSL) is required prior to joining the setting.

All permanent Staff, having successfully completed their probationary period, are also required to attend within 3 months a 'working together course' as provided by Surrey Early Years and Childcare Service or other trainer. Working together to Safeguard is part of our team training which takes place as an inset training in September before the commencement of the academic year.

Individual Annual Review. As part of their review Staff are required to check the log of their qualifications and training together with expiry / renewal dates. Louise reviews this concerning Child Safeguarding courses.

Training Action Plan [TAP]. An annual action plan based on the above logs is compiled. A function of the plan is to ensure Staff maintain their awareness by timely attendance at Working together to safeguard (child protection) training course.

Both the Louise and deputy Caroline have attended Module one and two safeguarding children foundation training. Annabelle has also recently completed the training ensuring that there will always be someone on the premises with the full and relevant training. Copies of certification and correspondence are kept in the setting general file for inspection.

By fully discussing the policy both during induction and annual reviews we ensure that all Staff are aware of relevant issues and actions to take. Staff will have 2 further Supervision meetings with Louise in the Autumn and Spring terms. Included in the agenda will be the opportunity for staff to air any Safeguarding concerns.

The Staff are encouraged to include key elements of child protection into their everyday practice enabling children to develop understanding of why and how to keep safe. We have a culture of value and respect for the individual and ensure that this is carried out in a way that is appropriate for the ages and stages of development. The layout of the setting allows for constant supervision. Where children need to spend time away from the rest of the group, they are always seen or heard. However on the occasion where a room is closed down and a child wishes to be in that area and they cannot be discouraged then a member of staff will remain with them and the door is left ajar. Any allegation made against a member of staff may require suspension whilst an investigation is carried out. An investigation first will be carried out internally with Ofsted informed and if necessary other agencies such as police and children services. Staff are made aware of this procedure in their code of conduct and how it may affect their entitlement to continue to work with children.

Admissions Procedure

The Carer is provided with an Admission Pack prior to starting at The Kindergarten at St. Joseph's.

We share this Safeguarding Policy with the Carers by drawing their attention to it in the Admission Pack, and by providing either a hard copy or an electronic copy [Carer's choice] as part of the Admission process. The policy is also included on our setting website for online reference.

The admission pack also includes a pro forma requesting general and specific information about the child in accordance with Statutory Framework for the Early Years Foundation Stage and SSCB Manual. Should it be apparent that information is being unreasonably withheld the Kindergarten may refer to SCC for advice.

Our Related Policies and Procedures

	Policy / Procedure Title	General Content	
	Whistle Blowing	Allows concerns to be aired in a proper manner offering an appropriate level of confidentiality to all parties concerned	
	Health & Safety	Deals with matters concerning medicines, risk assessments, infectious diseases, accidents, incidents etc. and the recording thereof. Regular reviews and appropriate action plans included.	
	E-Safety	As an Early Years Provider in Surrey, we are part of Early Years Providers Partnership Policy and have signed up to The Surrey Multi-Agency Information Sharing Protocol [MAISP]. Provides for Child Safety in the application and use of mobiles phones, digital cameras, computers and other ICT equipment concerned with the setting.	
	Complaints Procedure	Advises how to complain and who to. We follow the guidance as SSCB Manual	
	Visitors	The Kindergarten at St. Joseph's has a strict code concerning visitors to the setting. Our procedure ensures validation of visitors to the setting and no visitor has unsupervised access to the children.	

	Volunteer and Student policy	Adaption of employment policy to recognise different contractual arrangements while retaining all safeguards,	
	Recruitment and employment Policy	Reminds applicants of, amongst other sensitive issues concerning child care, our status which gives exemption from the Rehabilitation of Offenders Act 1974	
	Data storage	We are registered with the Data commissioner. This policy describes how we securely store and dispose of appropriately data whether in hard or electronic format.	
	Lost Child policy	In the unlikely event of a lost child, the Kindergarten at St Joseph's follows structured procedures to recover the lost child as quickly as possible.	
	Non-Collection of Child policy	In the event that a child is not collected by an authorised adult at the end of a session we provide a procedure to provide the child with adequate care.	

Updating

To ensure our procedures are based on the SSCB manual we have added the guidelines onto the favourites bar settings desktop computer for reference. We have signed up to the alert service which will provide us with annual updates of procedure. Full reference is made to the manual in this document and how it can be accessed. Staff are encouraged to review the guidelines independently and verify interpretations made for this policy.

External Key Contact Information

Surrey Multi Agency Safeguarding Hub (MASH) 0300 470 9100

Email: csmash@surreycc.gov.uk

Secure Email: csmash@surreycc.gcsx.gov.uk

In an emergency 999

MASH team Surrey Police PO Box 101 Guildford Surrey GU1 9PE

Surrey LADO (Allegations against adults working with children and young people)

Tel: 0300 200 1006 / 0300 123 1650 Select option 4. Safeguarding Children Unit. Select option 3 LADO

Children's Services Social Care Team Out of hours 01483 517898

NE Referral Hub (Social Worker already allocated) 0300 123 1610

Early Help Hub 01372 833133

Supporting Children Team named person Sue Monk (allegations against adults working with children and young people) North East 01372 833826; sue.monk@surreycc.gov.uk

OFSTED

Piccadilly Gate, Store Street, Manchester M1 2WD Tel: 0300 123 1231
0300 1234 666

Prevent contact; Police 101

DfE Helpline 02073407264

Email counter.extremism@education.gsi.gov.uk

Useful resources and websites

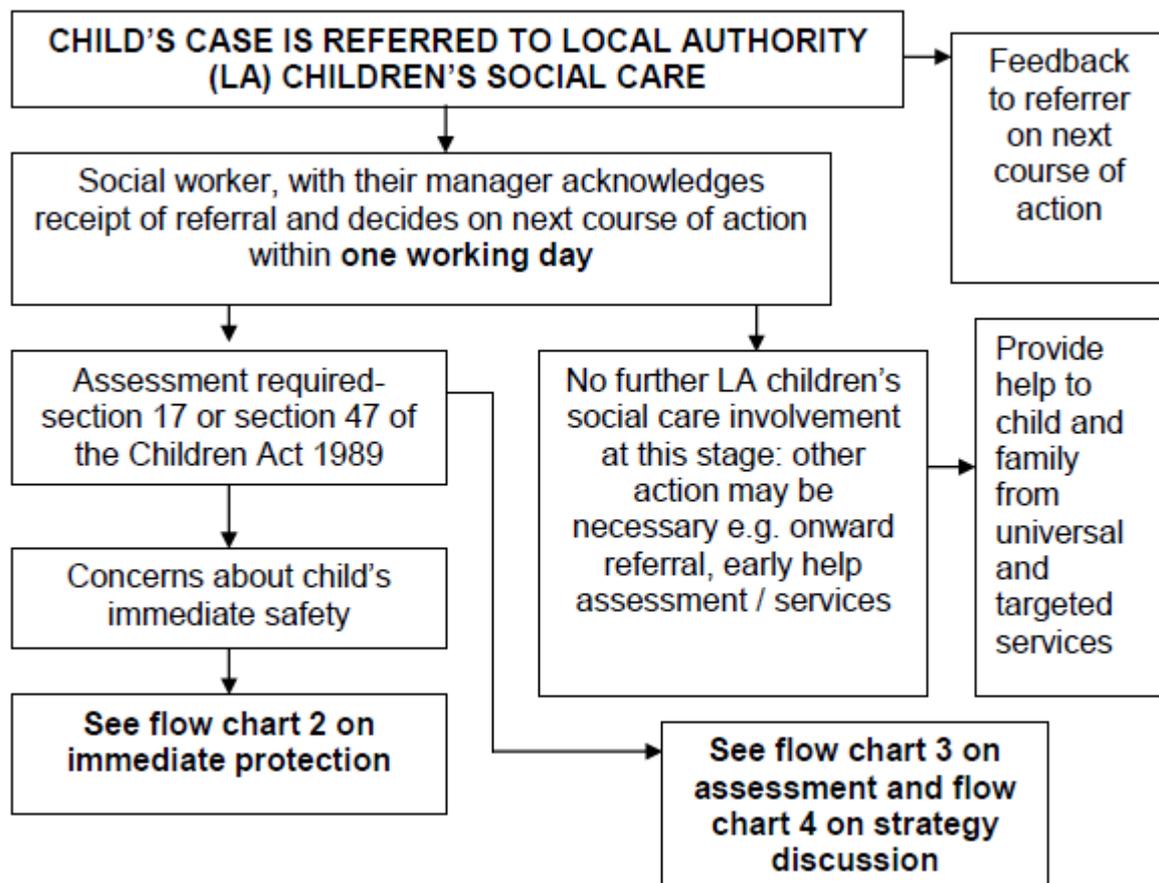
What to do if you're worried a child is being abused documents available at - www.education.gov.uk

Safeguarding children policy/child protection policy document available at- www.surreycc.gov.uk

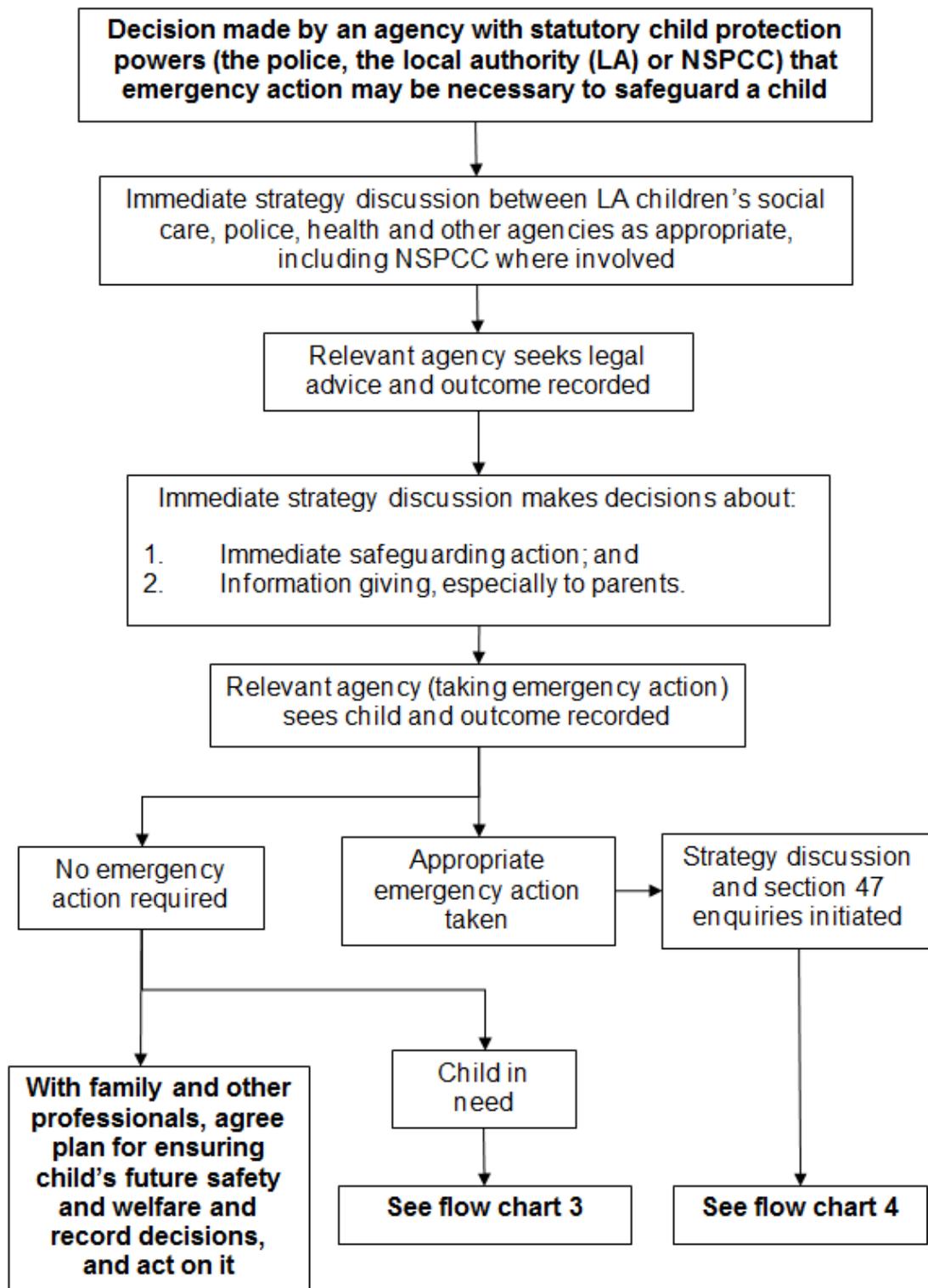
Links to legislation

- Children Act 1989 and 2004
- United Nations Convention on the Rights of the Child, UNICEF 1989
- Data Protection Act 1998
- Every Child Matters – Change for Children 2004
- Freedom of Information Act 2000
- Equalities Act 2010
- The Human Rights Act 2000.
- Offenders Rehabilitation act
- Childcare Act 2006
- EYFS Statutory Framework September 2014
- Health and Safety at Work act 1974
- Prevent Duty 2015

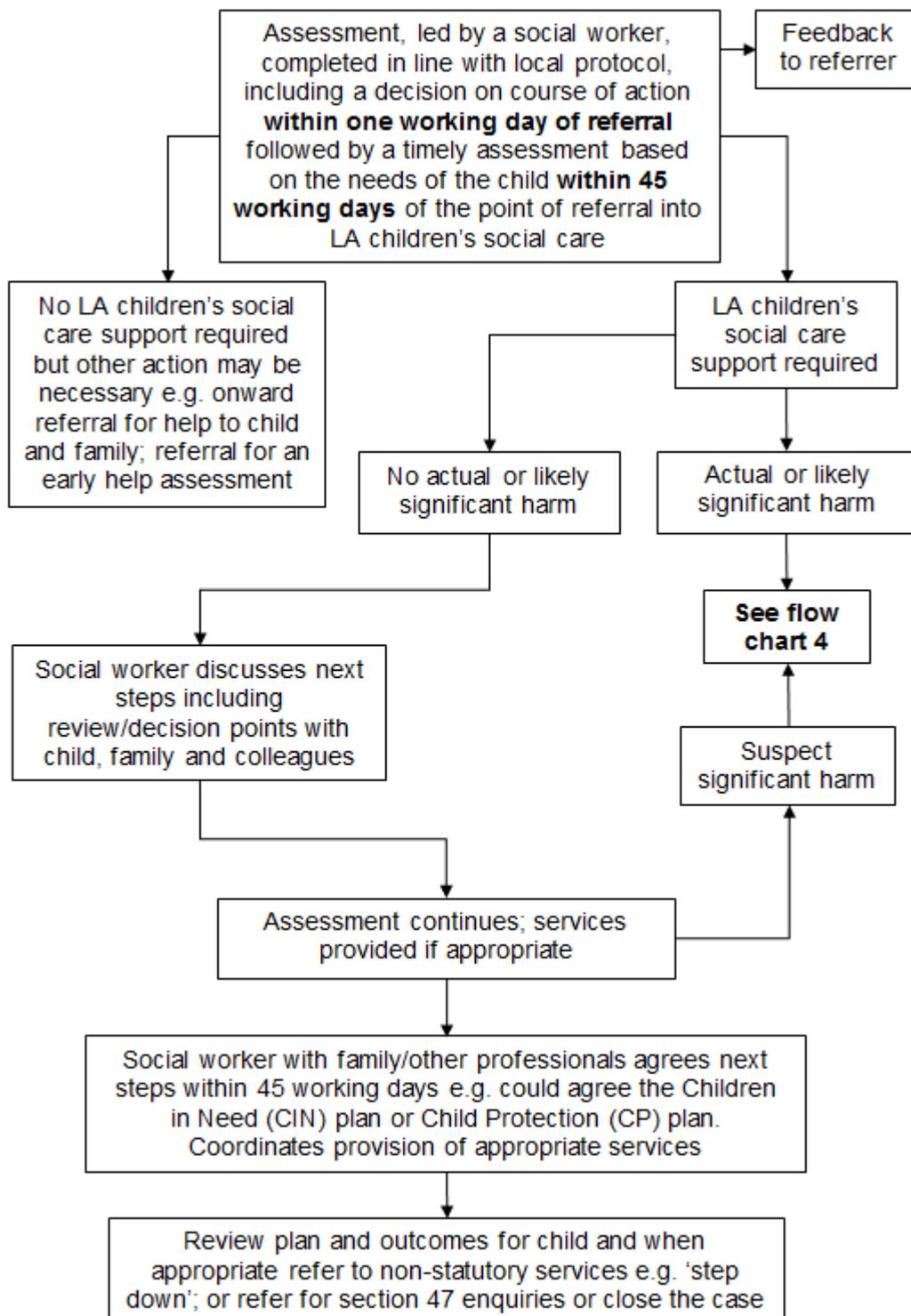
Flow Chart 1 Action taken when a child is referred to local authority children's social care services



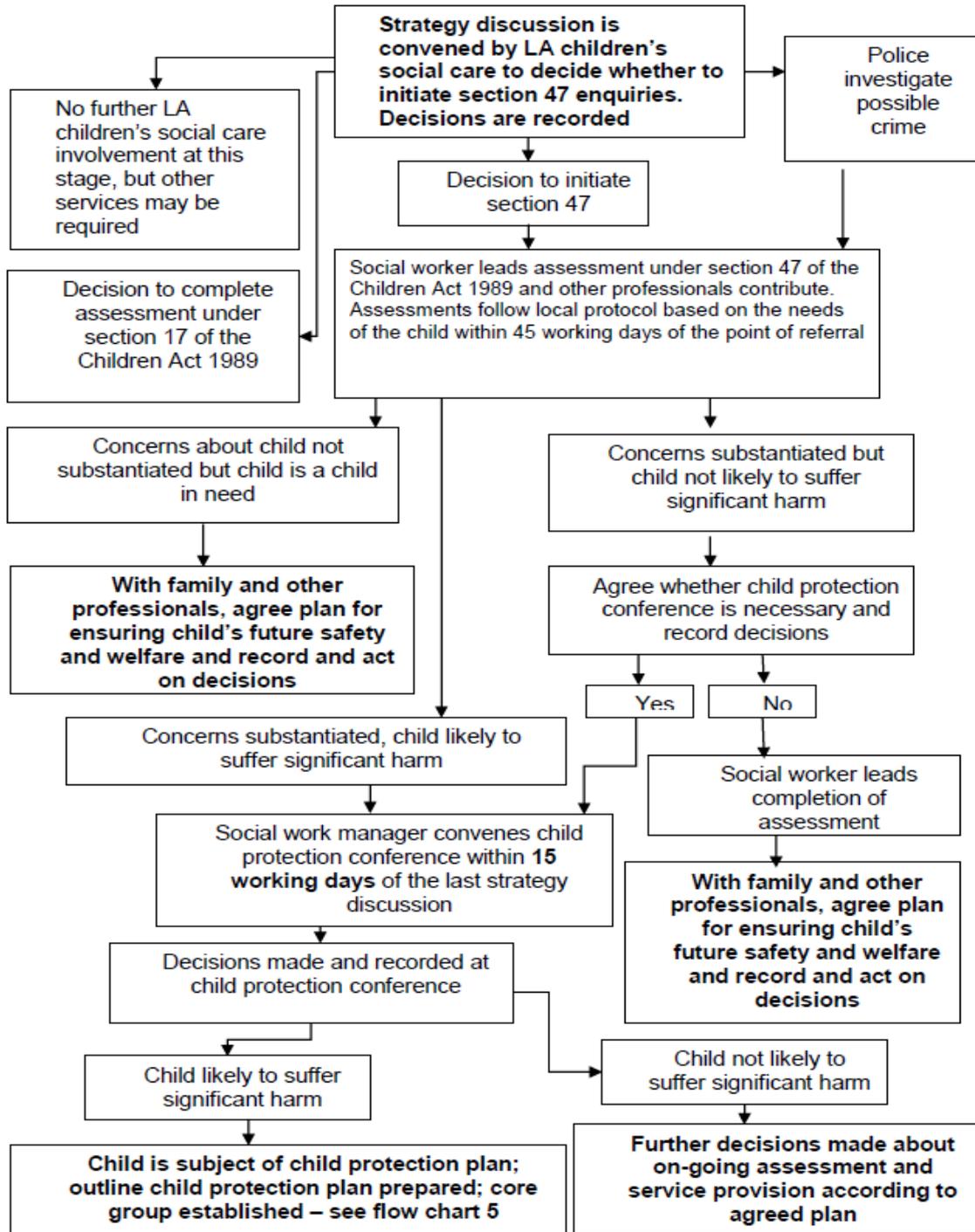
Flow chart 2: Immediate protection (Not relevant but for information)



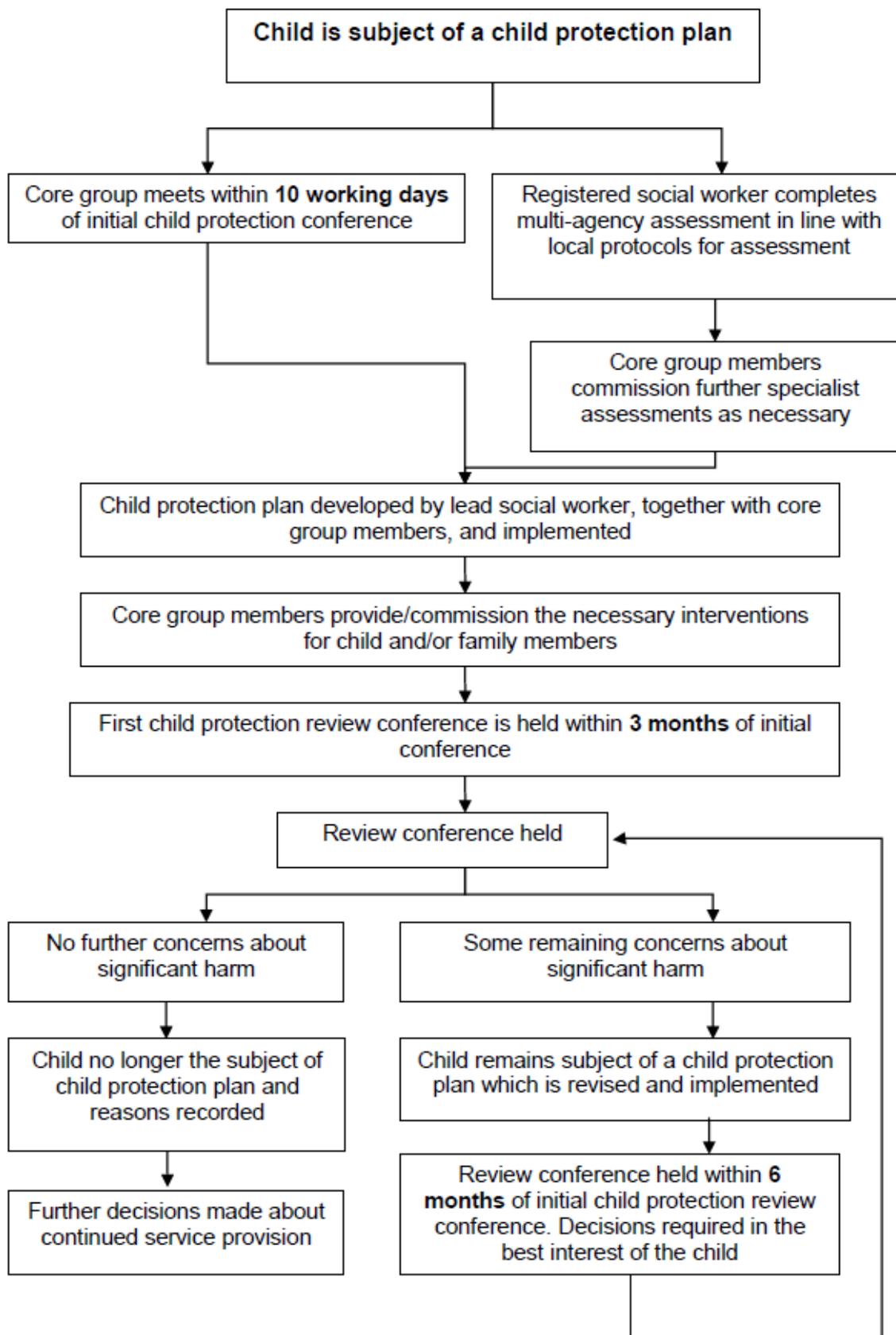
Flow chart 3: Action taken for an assessment of a child under the Children Act 1989 (Not relevant but for information)



Flow chart 4: Action following a strategy discussion



Flow chart 5: What happens after the child protection conference, including the review?



Flow chart 6: Children returning home from care to their families

