

# Safeguarding Children Policy

## Safeguarding Statement

At SHAPE Childcare Services we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we show respect, understanding and tolerance of other beliefs and cultures (please refer to our [Inclusion and Equality Policy](#) for further information).

## Safeguarding In Context

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the settings other policies and procedures.

## Legal framework and guidance

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017  
( Early Years Foundation Stage Profile 2018 Handbook)
- Working Together to Safeguard Children (July 2018)
- Children and Social Care Act 2017
- Keeping Children Safe in Education ( September 2018)
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.
- The Prevent Duty Departmental, advice for Schools and child care providers (June 2015)
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers ( July 2018)
- West Yorkshire Consortium Safeguarding Children Procedures.

## **Definition of safeguarding**

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

*(Definition taken from the HM Government document 'Working together to safeguard children 2018').*

## **Policy intention**

To safeguard children and promote their welfare we will:

1. Create an environment to encourage children to develop a positive self-image
2. Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
3. Support staff to notice the softer signs of abuse and know what action to take
4. Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
5. Provide a safe and secure environment for children to thrive
6. We show respect of different beliefs, cultures and communities
7. Help children to understand how they can influence and participate in decision-making and how to promote core British and Organisational values through play, discussion and role modelling
8. Listen to children
9. Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
10. Share information with other agencies as appropriate.

## **Child Protection**

Child Protection, in relation to this policy is defined as:

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

*(Definition taken from the HM Government document 'Working together to safeguard children 2018).*

The setting is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

**The setting aims to:**

11. Keep the child's needs at the centre of all we do
12. Ensure staff are trained right from induction to understand the **Child Protection Policy** and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behavior (see **Bullying and Discrimination Policy**)
13. Be aware of the increased vulnerability of children with (see **Special Educational Needs and Disabilities (SEND) Policy**) and other vulnerable or isolated families and children
14. Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
15. Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
16. Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding training and updates
17. Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Kirklees Safeguarding Children Board (KSCB)

18. Make any referrals relating to extremism to the police (or Government helpline) in a timely way, sharing relevant information as appropriate
19. Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
20. Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
21. Ensure that children are never placed at risk while in the charge of staff
22. Identify changes in staff behaviour and act on these (see **Staff Behaviour Policy**)
23. Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the setting premises including reporting such allegations to Ofsted and other relevant authorities
24. Ensure parents are fully aware of child protection policies and procedures when they register with the setting and are kept informed of all updates when they occur
25. Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the KSCB.
26. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

#### **Contact telephone numbers**

Kirklees Safeguarding Children Board – 01484 225450

Duty and Advice Team – 01484 456848 (members of the public)

Duty and Advice Team – 01484 414960 (for professionals)

Kirklees Emergency Duty Service – 01484 414933

NSPCC Helpline – 0808 800 5000

Prevent Hub – 01924 483747

Local Authority Designated Officer (LADO) – 01484 221000 (for concerns around a person's suitability to work with children, contact the LADO for advice and guidance.)

Single Point of Contact, Thriving Kirklees – 0300 304 5555

Child Line – 0800 1111

#### **Monitoring children's attendance**

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the setting prior to their children taking holidays or days off, and all sickness should be called into the setting on the day so the setting management are able to account for a child's absence.

This should not stop parents taking time with their children, but enables children's attendance to be logged so we know the child is safe.

Where a child is part of a child protection plan, or during referral, absences will be reported to the local authority Duty and Advice Team to ensure the child remains safeguarded.

### **Looked after children**

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

### **Staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the setting to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks for all volunteers and do not allow volunteers to be unsupervised with children.

All staff receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviors of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the setting. During induction staff will be given contact details for the LADO, the local authority Duty and Advice Team, the LSCB and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named persons within the setting who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Lead (DSL), there will always be at least one designated person on duty during all opening hours of the setting.

These designated persons will receive comprehensive training at least every three years and update their knowledge on an ongoing basis.

The setting DSL liaises with the LSCB and the local authority Duty and Advice Team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

Under the EYFS, we are only required to have one designated Safeguarding lead. There will always be at least one designated lead on duty at all times when our provision is open. This will ensure that prompt action can be taken if concerns are raised.

The Designated Safeguarding Lead (DSL) at the setting: **Zoe Davy**

The Deputy Safeguarding Leads at the setting: **Sharlene Noble / Jodie Simpson - Pearce**

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children
- This information is also stated within every member of staff's contract
- We request DBS checks on a 3 year basis/or we use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children . Additionally, all staff are required to sign a Suitable Person Declaration every term to confirm that their circumstances have not changed regarding their suitability to work with children.
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references for a new member of staff
- All students will have enhanced DBS checks conducted on them before their placement starts

- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the setting and take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- As a staff team we will be fully aware of how to safeguard the whole setting environment and be aware of potential dangers on the setting boundaries such as drones, Pokémon hotspots, strangers lingering. We will ensure the children remain safe at all times
- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviour that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the **Whistleblowing Policy** which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner
- The deployment of staff within the setting allows for constant supervision and support. Where children need to spend time away from the rest of the group, the

door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

### **Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB/ local authority Duty and Advice Team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

### **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information shared is done so in line with guidance from the LSCB.

### **Support to families**

The setting takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the setting.

The setting continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount..

### **Employees, students or volunteers of the setting or any other person living or working on the setting premises**

We have a Staff Behaviour Policy in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to circumstance and use the Whistle Blowing Policy where required.

### **Allegations against adults working or volunteering with children**

If an allegation is made against a member of staff, student or volunteer or any other person who works on the setting premises regardless of whether the allegation relates to the setting premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the DSL or deputy instead.

The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
- The setting will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The setting reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority Duty and Advice Team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The setting will also notify the Disclosure and Barring Service to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The setting retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the setting who is affected by an allegation, their colleagues in the setting and the parents.

### **Extremism – the Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be

at risk of radicalisation, on which we will act and document all concerns when reporting further.

## E-Safety

Our setting is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the setting we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Ensure management monitor internet activities in the setting
- Using approved devices to record/photograph in the setting
- Reporting emails with inappropriate content to the internet watch foundation (IWF [www.iwf.org.uk](http://www.iwf.org.uk))
- Ensuring children are supervised when using internet devices
- Using tracking software to monitor suitability of internet usage (for older children)
- Integrating e-safety into setting daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online
- We encourage staff to complete e-safety training

Our setting has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the setting manager at the earliest opportunity.

<b>This policy was adopted on</b>	<b>Signed on behalf of the setting</b>	<b>Date for review</b>
<i>30/10/2018</i>	Zoe Davy	<i>30/10/2019</i>