

Safeguarding Children Policy



Statement of intent:

Our setting will work with children, parents/carers and the community to ensure the rights and safety of children and to give them the very best start in life.

Safeguarding Lead: Amanda Dewhirst (Childcare Manager)

Deputy Safeguarding Lead: Sue Dixon (Deputy Childcare Manager)

We carry out the following procedures to ensure our commitment to safeguarding children.

Staff and Volunteers

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents/carers are made aware of them too.
- All staff have up-to-date knowledge of safeguarding issues.
- We provide adequate and appropriate staffing levels to meet the needs of children.
- Candidates are informed of the need to carry out DBS checks before posts can be confirmed.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified or unfit person works at 3 Corners or has access to the children.
- Where applications are rejected because of information that has been disclosed by a third party, applicants have the right to know and to challenge incorrect information.
- We record information about staff qualifications, and the identity checks and any vetting processes that have been completed, including:
 - The criminal records disclosure number
 - The date the disclosure was obtained; and
 - Details of who obtained it
- We inform all candidates/staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings that affect their suitability to work with children (whether received before or during their employment with us).
- Staff declare any changes in their circumstances which may affect their suitability to work with children at each supervision (every 6/8 weeks).
- Staff/candidates can apply to Ofsted directly for a waiver to any circumstance which may affect their suitability in working with children.
- Volunteers do not work unsupervised.

- We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern. This will be reported to the Local Authority Designated Officer and Ofsted.
- We have procedures for visitors to the setting, including recording their details on a visitor's form (GDPR compliant) and informing them of our policy on mobile phones (see below). Please also see our Visitor's Policy.
- We take additional 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 e.g. video entry system.

Mobile phones and cameras

- Mobile phones are not permitted in the setting's main room.
- Staff/volunteer/student/visitor/children's mobile phones are kept in the office or stored in staff's personal belongings box.
- Mobile phones must be turned off/on silent whilst being stored.
- Mobile phones are not to be used to take photos. The iPad is used to take photographs whilst on outings.
- Parents/carers are asked permission for photos to be taken and displayed within the setting, for advertising purposes and online e.g. on our website.
- Only 3 Corners employees can take photographs, unless parental permission has been obtained, for purposes such as sports day, birthdays, advertising etc.

Information Technology

The internet at 3 Corners is provided by Triangle School.

- Children are supervised during IT usage.
- All parents/carers receive a leaflet with guidance and advice about keeping children and young people safe online; and
- any concerns around access to inappropriate sites e.g. extremist ideas/chat sites will be reported (following the procedure set out in this policy).

Prevent Duty

In accordance with the 'Counter Terrorism and Security Act 2015', as a childcare setting we have a responsibility to protect children from being drawn in by extremist ideas and activity. We do this by:

- sharing our values of 'democracy, the rule of law, individual liberty and respect for others who hold different faiths and beliefs' with children and families, through play, in the way that we interact and encourage children to interact with others and in the way that we run our setting.

- ensuring that staff attend Prevent training to enable them to identify children who may be at risk and to provide them with the knowledge and confidence to challenge any extreme ideas that may present themselves in their day-to-day work.
- Speaking with our local Prevent officer about any concerns that we may have, relating to a child or family.

Prevent Officer: 07799 656 464

Responding to suspicions of abuse

- We acknowledge that abuse can take different forms – physical, emotional / psychological and sexual, as well as neglect or acts of omission.

When children are suffering any of these forms of abuse, this may be demonstrated through:

- significant changes in their behaviour
 - deterioration in their general well-being
 - the things they say
 - changes in their appearance, their behaviour, or their play
 - unexplained bruising, marks or other signs of possible abuse or neglect; and
 - other reasons to suspect neglect or abuse outside the setting.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's/carer's drug or alcohol abuse, mental or physical illness or parent's/carer's learning disability.
 - We are aware of other factors that affect children's vulnerability and may affect or may have affected children and young people using our provision, such as, abuse of disabled children; abuse by another child; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through the internet; and Female Genital Mutilation.
 - Staff are also made aware that some children and young people are affected by gang activity; by complex, multiple or organised abuse through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people we come into contact with.
 - Where we believe that a child in our care or that is known to us may be affected by any of these factors, we follow the procedures below for reporting child protection concerns.
 - Where such evidence is apparent, the member of staff who has concerns completes a 'Cause for Concern' form and discusses what to do with the Designated Safeguarding Lead.
 - We take care not to influence the outcome either through the way we speak to children or by asking questions.
 - We take account of the need to protect young people aged 16 – 19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting concerns.
 - We refer concerns to the local authorities **Multi-Agency Screening Team (MAST):**

BY POST: Adult and Children's Services Multi-Agency Screening Team (MAST) Princess Building, Princess Street, Halifax, HX1 1TS

TELEPHONE: 01422 393336 or Emergency Duty Team (for Out of Hours): 01422 288000

SECURE EMAIL: (from secure emails only): MAST@calderdale.gcsx.gov.uk

- Further contact numbers for reporting safeguarding concerns are:

Local Authority Designated Officer (LADO): 01422 392 897 / 07792 658 828
or via email - ladoadmin@calderdale.gov.uk

Police Safeguarding Unit: 01422 337041

Recording suspicions of abuse and spontaneous allegations

- Where a child makes comments to a member of staff that give cause for concern (spontaneous allegation), or a member of staff observes signs or signals that give cause for concern, that member of staff:
 - Listens to the child, offers reassurance and gives assurance that he or she will take action.
 - Does not ask leading questions; instead uses TED questions (Tell me/Explain/Describe)
 - Does not influence the communication in any way e.g. by the manner in which they speak, by passing judgement or making comment.
 - Completes a 'cause for concern' form which includes an objective record of the observation or disclosure, the date and time of the observation or disclosure, the exact words spoken by the child, who the concern was reported to and the names of any other person present at the time.
- These records are signed and dated and kept in a secure file.
- We act within and follow the steps set down by the Local Safeguarding Children Partnership Guidelines: www.calderdale-scb.org.uk

Informing Parents

- Parents/carers are normally the first point of contact. We discuss concerns with parents/carers to gain their view of events, unless we feel this may put the child in further danger
- We inform parents/carers when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants a referral to MAST, parents/carers are informed the referral will be made, except where guidance for the Local Safeguarding Partnership does not allow this, for example, where it is believed that the child may be in greater danger. Staff may ring MAST first for advice.

Liaison with other agencies

- We work within the Local Safeguarding Children Partnership (LSCP) guidelines.
- We are linked to Triangle Primary School's CPOMS online record system, to enable us to work together to safeguard the children, young people and families who attend both settings.

- We have the current version of '*what to do if you are worried a child is being abused*' on the 3 Corners staff laptop (available for parent/carers and staff) and ensure all staff are familiar with what they need to do if they have concerns.
- We ensure we have up-to-date information from the local safeguarding team including names and contact numbers.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the wellbeing of children.

Allegations against staff

We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children. This includes:

- Following the guidance of the LSCP when responding to any complaint that a member of staff, volunteer or child within the setting has abused a child.
- Responding to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- Referring any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate: ladoadmin@calderdale.gov.uk or **01422 392 897 / 07792 658 828**
- Reporting any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
- Co-operating entirely with any investigation carried out.

Disciplinary Action

- Where the setting's management and the local authority agree it is appropriate in the circumstances, the member of staff will be suspended on full pay, or the volunteer suspended, for the duration of the investigation.
- This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as the families throughout the process.
- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) of relevant information, so that the individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

Training

- All staff must attend Safeguarding Children training courses to ensure that they are able to **recognise the signs and symptoms** of possible physical abuse, emotional / psychological abuse, sexual abuse and neglect; or acts of omission; and so that they are aware of the local authority guidelines for making referrals.
- Staff renew their training in safeguarding every two years whilst the Designated Safeguarding Lead does this annually.

- The Safeguarding Lead who deals with any concerns or referrals will attend ALL relevant training in Safeguarding Children to ensure they are confident in recording concerns, speaking to parents/carers and dealing with a referral.
- We ensure that all staff follow the procedures for reporting and recording their concerns in line with the guidelines set out on the local safeguarding children board website.
- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information shared is under the guidance of the LSCP.

Curriculum

- We introduce key elements of keeping children safe in our everyday practice to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- Within the setting we create a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in our setting.
- We make clear to our parents/carers our role and responsibilities in relation to child protection, such as the reporting of concerns, information sharing, monitoring of the child and liaising at all times with MAST.
- We will continue to welcome the child and the family whilst investigations are being made in relation to an alleged abuse.
- We follow the child protection plan, as set by the child's allocated social worker, in relation to the setting's designated role and tasks and in supporting the child and their family, during and subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the LSCP.

During a period of enforced absence

During an enforced absence (e.g. due to reasons of infection control) where we were unable to provide an onsite service to families, we would continue to follow this procedure.

Were we to have any safeguarding concerns about a child, that was not in attendance due to an enforced absence, we would carry out regular welfare checks, via telephone and/or home visit, to ensure the child's safety and provide support for the family.

Legal Frameworks to support this policy:

- Children Act (1989, section 47)
- Protection of Children Act (1999)
- Early Year's Foundation Stage (2021)

- Data Protection Act (2018)
- Safeguarding Vulnerable Groups Act (2006)
- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Counter Terrorism and Security Act (2015)
- The Children and Social Work Act (2017)

This policy was reviewed by the staff of 3 Corners on 16th November 2021 and agreed and adopted on 7th December 2021 by Sharon McElhone (Business Manager) on behalf of the Management Committee.

Signature: