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**Safeguarding Children/Child Protection Policy & Internal Allegation Policy**

**Setting Name: WOODY'S BREAKFAST & AFTER SCHOOL CLUB**

**Designated Safeguarding Lead (DSL): EMMA WOOD & ANGELA CHERRY**

**Deputy Designated Safeguarding Lead (Deputy DSL): GEMMA TAYLOR**

**Registered Provider: EMMA WOOD (07773190543)**

**Last Reviewed On: 01/01/23**

**Next Review Date: 01/01/24 (BEFORE IF CHANGES IN LEGISLATION ARISE)**

**External contacts:**

**The Family Front Door: 01905 822666 Monday to Friday 8.30am to 5.00pm**

**Evenings and Weekends: 01905 768020**

**Police: 24hrs non-emergency 101 - Emergency 999**

**NSPCC Helpline 0808 800 5000**

**Ofsted 0300 123 1231**

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004, the Childcare Act 2006, and in line with 'Working Together to Safeguard Children' 2015 and the recommendations of Worcestershire Safeguarding Children's Board.

We fully recognise our responsibilities for safeguarding children and our policy applies to all adults in the setting. The main aims of our policy and procedures are:

- Ensuring that we establish and maintain an environment where children feel safe, secure, valued, respected, and listened to, and in which they can learn and develop.

- Ensuring that all steps are taken to keep children safe and well
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe
- Developing and then implementing procedures for identifying and reporting concerns
- Supporting children who have been identified as in need of early help or at risk of harm.

**All adults will:**

- Take all necessary steps to keep children safe and well
- Be alert to any issues for concern in the child's life at home or elsewhere
- Follow the policies and procedures of the setting and notify the relevant person or agency without delay if concerns arise
- **Keep appropriate records, even where immediate referral is not necessary, and keep these separate from the child's ordinary file in a secure place**
- Disclose any convictions, cautions, court orders, reprimands or warnings that may affect their suitability to work with children
- Disclose to the registered provider, information about the disqualification of anyone living in their household
- Notify the key person if there is an unexplained absence of more than two days of a child who is subject to a child protection plan.

**In addition, the registered provider will:**

- Ensure that the setting implements a policy and procedures to safeguard children, which is in line with guidance from Worcestershire Safeguarding Children's Board (WSCB), and review these at least annually
- Nominate a Designated Safeguarding Lead (DSL) and ensure that they have the knowledge and skills to perform their role
- Ensure that there is a member of staff who will take on the responsibilities of the DSL if they are absent, (Deputy DSL) and ensure that a DSL is contactable at all times
- Ensure that parents understand the responsibility placed on the setting and staff for safeguarding and child protection by making the policy available to parents
- Operate safer recruitment practice
- Ensure that all staff have up to date knowledge of safeguarding issues and receive updated information on a regular basis, at least annually

- Ensure all staff and volunteers understand their responsibility for referring any concerns to the DSL or manager and are aware that they may raise concerns directly with **The Family Front Door** if they believe their concerns have not been listened to or acted upon.
- Ensure that the duty of care towards its children and staff is promoted by raising awareness of illegal, unsafe, and unwise behaviour and assist adults in the setting to monitor their own standards and practice.
- Train all staff to understand the setting's safeguarding policies and procedures
- Provide training which enables staff to identify signs of possible abuse and neglect in a timely way and respond appropriately.
- Ensure that staff have regular supervision meetings to support their role
- Ensure that all adults in the setting have access to a copy of the Worcestershire County Council (WCC) publication 'Safeguarding and Child Protection Guidance for Early Years and Childcare Providers' (the 'Yellow Folder')
- Notify **The Family Front Door** (or the police in an emergency) without delay if they have concerns about a child.
- Be aware of and follow procedures set out by the Local Authority and the WSCB where an allegation is made against a member of staff or volunteer, including making a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.
- Notify Ofsted within 14 days of any allegations of serious harm or abuse by any person living, working or looking after children on the premises, and any action taken.
- Ensure the suitability of adults who have contact with children and not allow people whose suitability has not been checked to have unsupervised contact with children being cared for
- Obtain an enhanced DBS for every person over 16 who works with children and/or works or lives on the premises
- Record information about staff qualifications, identity checks and vetting processes
- Notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises
- Give Ofsted within 14 days the following information about themselves or any person who lives or is employed in the same household:
  - Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006
  - The date of the order, determination or conviction, or the date when the other ground for disqualification arose

- The body or court which made the order, determination or conviction, and the sentence (if any) imposed
- A certified copy of the relevant order (in relation to an order or conviction)

### **The Designated Safeguarding Lead (DSL) will:**

- Attend training up to targeted level two and renew this every two years
- Liaise with local statutory children's services agencies and with the WSCB
- Raise awareness of the settings safeguarding policies, procedures, and systems, among staff and parents and carers
- Ensure that all adults in the setting understand and are able to implement the setting's policies and procedures
- Support others as necessary in seeking advice and/or making a referral to

### **The Family Front Door**

- Support staff in understanding their role in the absence of the DSL
- Support staff in protecting themselves from allegations
- Ensure policies and procedures are reviewed at least annually
- Keep up to date with current safeguarding and child protection legislation
- Ensure that consistent and effective record keeping systems are in place and guidelines followed throughout the setting
- Ensure that a system is in place to review incidents and observations to identify patterns of concern and the need to make a referral to **The Family Front Door**
- Share child protection information with the DSL of any receiving setting or school when children leave the setting
- Develop effective links with relevant agencies and other professionals and cooperate as required with their enquiries regarding safeguarding matters including co-operation with serious case reviews, attendance at strategy meetings, initial and review child protection conferences, core group and child in need review meetings
- Contributing to assessments and providing reports to initial and review conferences which have been shared with parents first

### **Training**

- When staff, (including volunteers) join our setting they will be informed of the safeguarding arrangements in place. They will be given a copy of this policy and the setting's policy document and will have access to a copy of 'Safeguarding and Child Protection Guidance for Private, Voluntary and Independent Early Years and Childcare Providers'. They will be told who the DSL is and who acts in their absence

- All staff will receive induction in safeguarding children. The induction programme will include basic child protection information relating to signs and symptoms of abuse, how to manage a disclosure from a child, when and how to record a concern about the welfare of a child, who to report concerns to, and advice on safe working practice
- All staff will receive training in child protection and safe working practice, at the 'universal' level, updated every three years, in line with WSCB guidance
- Those with specific responsibility for safeguarding children will undertake 'targeted level 2' training, updated every two years

### **Information Sharing & Confidentiality**

- We recognise that all matters relating to child protection are confidential and the Manager or DSL will only disclose information about a child to other members of staff on a need to know basis. However, we also recognise our professional responsibility to share information with other agencies in order to safeguard children, and we will not promise a child to keep secrets which might compromise the child's safety or well-being.

### **Communication with Parents**

- We recognise that good communication with parents is crucial in order to safeguard and promote the welfare of children effectively. We will always undertake appropriate discussion with parents prior to involvement of another agency unless to do so would place the child or an adult at further risk of harm or would impede a criminal investigation.
- We will ensure that parents understand the responsibilities placed on the setting and staff to safeguard children and their duty to cooperate with other agencies in this respect.

### **Record Keeping**

- Any person in the setting receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse, will make notes as soon as possible (within the hour, if possible) writing down exactly what was said, using the child's own words as far as possible. All notes will be timed, dated, and signed, with name printed alongside the signature. Concerns will be recorded using the setting's safeguarding children recording system.
- All records of a child protection nature will be passed to the DSL including case conference or core group minutes and written records of any concerns. Child protection records are kept securely and transferred in a safe and timely manner when a child moves setting.

- The DSL will maintain and regularly audit the setting's child protection records and ensure that each stand-alone file includes a chronology of significant events.

## Supporting Children

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation, and some sense of blame. We acknowledge that settings may be the only stable, secure, and predictable element in the lives of children who have been abused or who are at risk of harm, and we are aware that research shows that their behaviour may be challenging and defiant or they may be withdrawn.

The setting will endeavour to support all children by:

- Encouraging self-esteem and self-assertiveness, as well as promoting respectful relationships, challenging bullying, and humiliating behaviour
- Promoting a positive, supportive, and secure environment giving children a sense of being valued
- Consistently applying strategies to which are aimed at supporting vulnerable children, and supporting children in understanding that some behaviour is unacceptable but that they are valued and not to be blamed for any abuse which has occurred
- Liaising with other agencies that support the child such as **The Family Front Door**
- Notifying **The Family Front Door** immediately there is a significant concern
- Providing continuing support to a child about whom there have been concerns if they leave the setting by ensuring that appropriate information is forwarded under confidential cover to their new setting.

## Supporting and Supervision of Staff

- We recognise that staff working in the setting who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with and to seek further support such as counselling or regular supervision, as appropriate.
- In order to reduce the risk of allegations being made against adults in the setting, and ensure that they are competent, confident, and safe to work with children, they will be made aware of safer working practice guidance and will be given opportunities in training to develop their understanding of what constitutes safe and unsafe behaviour.

**Procedure to be followed if an allegation against a member of staff is received** Staff must never investigate an allegation of abuse but must always follow the advice of **The Family Front Door** or other statutory body. When a safeguarding concern involves the behaviour of someone living, working or looking after children on the premises, whether the allegations relate to harm or abuse committed on the premises or elsewhere, this is the provider's responsibility (EYFS 2014, s 3.8), and they must inform Ofsted.

- An allegation may be made by a child, a parent/carer, a member of staff or from an outside agency, and may be verbal or written but should be treated with equal concern
- Confirmation of the allegation in writing will be sought from the person making the allegation, but action should not be delayed whilst awaiting written confirmation
- The allegation will be recorded confidentially and stored securely
- The recipient of the allegation will immediately inform the DSL and the DSL should immediately advise the setting manager and ensure the Registered Person is informed. If the allegation is against the DSL or manager, the member of staff in receipt of the allegation will notify this person's line manager. If the allegation is against the Registered Person, the DSL will inform **The Family Front Door** immediately and notify Ofsted

**Where the Registered Person is both the manager and the DSL, the person in receipt of the allegation must immediately inform the The Family Front Door and Ofsted.**

- A note will be made of any actions advised by **The Family Front Door** or by Ofsted and of the date and time they are implemented
- The Registered Person may delegate responsibility for action to the setting manager, but remains accountable for ensuring that the concern is shared immediately with **The Family Front Door**, and that Ofsted is notified as soon as possible and within 14 days
- **If necessary, The Family Front Door will discuss the allegation with the Local Authority Designated Officer (LADO). If the allegation meets the threshold criteria for an independent investigation, then the LADO will convene a Position of Trust meeting**
- A risk assessment will be carried out as to whether the member of staff involved should be suspended pending the outcome of the Position of Trust meeting. This meeting will determine whether enquiries and assessments by Social Care are required, whether a police investigation is required, and whether there are implications regarding the alleged perpetrator's suitability to work with/have access to children at the setting

**N.B.** If an allegation is made directly to the police or **The Family Front Door** the Registered Person may be unaware of the allegation until informed of the Position of Trust meeting.

If as a result of the Position of Trust meeting **The Family Front Door** and/or the police decide to carry out an investigation, suspension of the alleged perpetrator will be reconsidered. A risk assessment will be carried out to determine whether the alleged perpetrator should be suspended during the investigation. This may result in the closure of the setting

- **We will follow the advice of The Family Front Door**
- The allegation will be handled in confidence, and not discussed amongst the staff or with the member of staff involved, unless advised to do so by the **Family Front Door**
- If an allegation is contained within a wider, more general complaint, the complaint will be recorded following the setting's usual complaints procedure but with care to keep the detail of the allegation itself confidential
- We may need to provide information to support the possible investigation by Social Care or the Police e.g., registers, staff rotas
- Parents/carers will be informed of any allegation involving their child unless by doing so this could put the child or adult in further danger, or compromise an investigation
- We will make alternative staffing arrangements, if the member of staff is suspended, to ensure staffing ratios are met and inform parents/carers about any changes to staff deployment
- If no further action is recommended by **The Family Front Door** or Position of Trust meeting, we may still proceed with disciplinary procedures
- If we have concerns about the suitability of the member of staff to continue to work with children there is a statutory duty to refer to the Disclosure and Barring Service (DBS)
  - In all cases where an allegation against a member of staff is made, we will review all policies and procedure and address identified training/supervision needs
- Records of allegations will be retained until the alleged perpetrator reaches normal retirement age, or for 10 years if that is longer.

### **Safeguarding procedures**

Notification (verbal or written) about abuse of a child may be received from another child, parent/carer, member of staff or from an outside agency. The alleged perpetrator may be an adult or child and regardless of whether they are at the setting or not, procedures must be followed. If the alleged perpetrator is a child in the setting, that child's own safeguarding needs must also be considered.



### Steps to be taken:

- If a member of staff believes a child may be at risk of significant harm, e.g., because a child has disclosed possible abuse or displays an injury without a plausible explanation, they must inform the DSL immediately and record their concern
- All personal and sensitive information must be recorded and handled in confidence
- The DSL will gather any additional information available and immediately follow the procedure to determine action.

The DSL will consider any factors which may affect judgement and seek advice from **The Family Front Door at Worcestershire Children First** (including how and/or if to share information with parents/carers). **The child's welfare is always paramount**

• If a referral to **The Family Front Door** is required it will be necessary to share the following information:

- The name, address, date of birth, ethnic origin, and gender of the child
- If applicable, any disability or special need that the child may have
- The name of the person with parental responsibility for the child, and any restrictions to legal contact with the child
- The names and dates of birth of siblings or other children in the household (if known)
- The names and contact telephone numbers of parents and other carers or close family members if known
- The name, address and telephone number of the child's GP and Health Visitor if available
- The nature of the injuries observed the reason for concerns and any risk indicators (e.g., domestic abuse)
- Information about other services providing support and the child's thoughts/wishes and feelings
- The name of the person who has raised the concern and exactly what the concern is
- The parents'/carers'/child's first language
- When making the referral it is usually good practice to discuss concerns with the parents/carer first. **However, if it is believed that:**
- Discussion with parents may put the child/an adult at greater risk of harm
- Evidence may indicate sexual abuse (e.g., a clear disclosure)
- Evidence may indicate that a crime has been committed (e.g., an injury)
- Evidence of Aggravating Factors (domestic abuse, substance misuse or parental mental ill health – the toxic trio)

**In these circumstances The Family Front Door will advise staff what information should be shared with the parents/carers, if any, at this stage. The setting will at all times follow instructions from The Family Front Door.**

- A telephone referral should be followed up in writing within 48 hours

- If staff have general concerns about a child's welfare e.g., have logged several minor concerns over a period of time, or have observed that a child's demeanour has changed without a plausible explanation, staff will discuss their concerns with the DSL. **The DSL may:**
- Contact the Community Social Worker for further advice
- Consider which agencies might support the family
- Recommend discussion with parents/carers
- Suggest signposting to Children's Centre services
- Continue to monitor the situation
- Effective record keeping must be maintained by all staff at all times
- The referrer should expect to receive feedback about the course of action to be taken. The DSL should document this and follow any instructions from Children's Social Care.

**N.B. All staff have a duty to escalate significant concerns (e.g., directly to the Provider or to The Family Front Door) if their concerns about a child or member of staff are not shared by the DSL or the setting manager.**

### **Managing a Disclosure**

- Staff in settings are in a unique position to observe children's behaviour over time and often develop close and trusting relationships with children. If a child alleges directly to a member of staff, they will listen carefully to what is said and ask only open questions such as 'Tell me what happened.' They will not ask closed questions or ask a child to repeat the allegation to another staff member, and they will not begin an investigation.
- They will report immediately to the DSL and complete a hand-written record as soon after the allegation as possible, using the child's words as far as possible and using body maps to record any observed injuries.
- Where a child discloses safeguarding allegations against another child, the DSL will seek advice from **The Family Front Door** before commencing an investigation or contacting parents.

This Policy will be reviewed, and its implementation monitored annually

Reviewed 01/01/2023 Emma Wood