

Safeguarding Children Policy

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Policy

Title: **Safeguarding Children**

From: **Early Years Centre**

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We believe that every child, regardless of age, race or gender has a right to feel safe and protected from any situation or practice that results in him or her being physically or psychologically damaged. All complaints, allegations or suspicions are taken very seriously, and the rights of the child are paramount.

The University of Southampton Early Years Centre works closely with children, parents and the local community to ensure the rights and safety of children and to give them the very best start in life.

- All staff working within the Centre will have a DBS enhanced police check.
- Any staff awaiting the results of a police check will not be left unsupervised.
- Any volunteers/students will not be left unsupervised.
- All staff will be expected to have some knowledge of safeguarding and will be expected to do some form of safeguarding training (either online, training day or Educare safeguarding pack) regular discussions during staff meetings will take place to keep staff informed and aware of safeguarding.
- All staff, volunteers and students sign to say they have read and understood our safeguarding policies and procedures.
- On a child's first visit the parent will be informed about all the policies including safeguarding and where they can find them on our website. Parents will be offered a policies pack if they would prefer.
- We ensure effective communication between staff with regard to information sharing. Before any post is offered two references will be required. Our HR department organise these and they will ensure these references are followed up by email, also ensuring the Centre see the references and are happy for the new employee to work at the centre.
- We have a procedure for recording the details of any visitors into the setting.
- We have 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.

This setting is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur. This will be in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' and we will work with outside agencies as set out in "working together to safeguard children 2015". The setting works to highlight the importance of "The Prevent strategy 2015" and ensure that staff are aware of how to deal with radical views and concerns of extremist behaviours. We actively promote the "British Values" in our practice and embed these characteristics in our curriculum.

Responding to suspicions of abuse

We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect.

- When children are suffering from physical, sexual, emotional abuse or neglect this could be demonstrated through the things they say, through changes in their appearance, their behaviour or their play.
- When such evidence is apparent the child's key person will need to remain calm giving the child reassurance. The Person will need to make a dated record of the details as soon as possible of the concern and will then discuss these concerns with the CPLO for the Centre:- **Anthony Dooling** or in his absence the Deputy CPLO:- **Cathy Kilburn**. The key person will be informed that the information

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given will be shared with others on a 'need to know' basis. The CPLO will then look at the evidence given and decide the next step to take.

- This information is stored on the child's personal file.
- Any concerns will be referred to LSCB (Local Safeguarding Children's Board) their telephone number is 02380832995 email lscb@southampton.gov.uk and/or to MASH (Multi-Agency Safeguarding Hub) their telephone number is:- 02380832300 email mash@southampton.gov.uk. The Centre will co-operate fully in any subsequent investigation.
- In some cases this may mean the police or another agency identified by MASH.
- We will always take great care not to influence the outcome by monitoring the way we speak to children and/or ensuring we do not ask leading questions of children.

Safeguarding action may be needed to protect children and learners from:

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- radicalisation and/or extremist behaviour
- child sexual exploitation and trafficking
- the impact of new technologies on sexual behaviour, for example 'sexting' and accessing pornography
- teenage relationship abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- other issues not listed here but that pose a risk to children, young people and vulnerable adults

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Recording suspicions of abuse and disclosures

When a child makes comments to a member of staff that gives cause for concern and when observing signs or signals that gives cause for concern, such as significant changes in behaviour, deterioration in general well-being unexplained bruising, marks or signs of possible abuse or neglect that member of staff will:-

- Listen to the child, offer reassurance and give assurance that they will take action. Staff **will not** promise the child that confidentiality will be given.
- Not question the child
- Make a written record that forms an objective record of the observation or disclosure that will include:-
 1. the date and time of the observation or the disclosure
 2. the exact words spoken by the child as far as possible
 3. the name of the person to whom the concern was reported
 4. the name of any other person present at the time

These records are signed, dated and kept in the child's personal file which is kept securely and confidentially.

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 MASH does not allow this.
- This will usually be the case where the parent is the likely abuser; in these cases the investigating officers will inform the parent.

Liaison with other agencies

We have a copy of 'what to do if a child is being abused' this is for all parents and staff and all staff are familiar with what to do if there are concerns.

- In the case of an emergency the contact telephone number for MASH is 02380915539
- We will also notify OFSTED of any incidents or accidents and any changes in our arrangements which may affect the wellbeing of a child. OFSTED telephone number is:- 0300 123 1231
- The OFSTED telephone number is in the main entrance to the setting for all the parents and staff to use if necessary

Allegations against staff

We will take any allegations made against a member of staff very seriously, whether it is from another member of staff or a parent/carer.

- The setting will record any allegations made stating the date, time, who has made the alleged incident, what the allegation was, whether anybody else was involved or indeed saw the allegation.
- Management will investigate the allegation and act on it depending on the severity of the allegation management will:-
 1. Talk to all staff that are involved in the incident and get written reports.
 2. If the allegation came from a parent, speak to them.
 3. Inform the line manager at the University, who will follow the relevant University policy written for the University.
 4. During the investigation the member of staff could be suspended. This will be done on full pay for the duration of the investigation
 5. OFSTED will be informed.
 6. The complaint will immediately be reported to LADO (local authority designated office) telephone number 07789616092 or email them on sue.sevier@southampton.gov.uk.

Training

Staff will have individual responsibility to ensure they fully understand the contents of the 'Safeguarding Policy'.

This Centre will endeavour to seek out training for all staff on 'Safeguarding'. Staff should be able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and know how to act appropriately.

Confidentiality

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All suspicions and investigations are kept confidential and shared only with those who need to know (please see our Confidentiality policy).

Support to families

This Centre believes in building trust and support from all families, staff and volunteers as we want parents to feel they can trust all staff and volunteers at this setting

Other policies

Within the Early Years Centre we will endeavour to protect children. We have other policies that relate to safeguarding for example

- Camera, Photo and video's
- Social networking