

# **Safeguarding Policy**

**At Little Angels we look at Safeguarding as a Top Priority. Please see E Safety, Camera and Mobile Phone and Whistle Blowing Policy.**

## **Purpose and Aims**

The purpose of this safeguarding policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children/young people who attend our setting. The policy aims to endure that:

All our children are safe and protected from harm

Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices;

We ensure that the protection of data and confidential information about our staff, families and children are recorded, shredded or filed appropriately to protect individuals. Staff, children, visitors, volunteers and parents are aware of the expected behaviours' and the settings legal responsibilities in relation to the safeguarding and promoting the welfare of all of our children.

## **Ethos**

All children deserve the opportunity to achieve their full potential. In 2003, the Government published the Every Child Matters Green Paper alongside the formal response to the report into the death of Victoria Climbié. The Green Paper set out five outcomes that are key to children and young people's wellbeing:

- Be healthy;
- Stay safe;
- Enjoy and achieve;
- Make a positive contribution; and
- Achieve economic wellbeing.

The five outcomes are universal ambitions for every child and young person, whatever their background or circumstances. Improving outcomes for all children and young people underpins all of their development and work within this setting.

Safeguarding is considered everyone's responsibility and as such our setting aims to create the safest environment within every child has the opportunity to achieve their Five Outcomes. We recognise the contribution it can make in ensuring that all children registered or who use our setting feel that they will be listened to and appropriate action taken. We will do this by working in partnership with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

## **Responsibilities and expectations**

The owner (Mrs Nicola Welsh) whose legal responsibility it is to make sure that the setting has an effective safeguarding policy and procedures in place and monitors that the setting complies with them. The owner should also ensure that the policy is made available to parents and carers if requested. It is the responsibility of the owner to ensure all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting and that the setting has procedures for handling allegations of abuse made against members of staff (including the Manager) or volunteers. The owner has appointed a Safeguarding Officer (SDO) who has lead responsibility for dealing with all safeguarding issues in our setting.

The Safeguarding Designated Officer is Mrs Nicola Welsh. If they are not available then the contact person is Miss Gemma Mills (These persons can also be contacted with any safeguarding concerns). To protect everyone we work along side each other in pairs.

It is the responsibility of the SDO to ensure that all safeguarding issues raised in the setting are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging the whole settings safeguarding training for all staff and volunteers who work with children and young people in our setting. The SDO must ensure that the whole settings safeguarding training takes place at least every three years; which they can deliver within setting provided they are linked in to the support and quality assurance process offered by the Local Authority.

The SDO is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child at our setting and to contribute to multi-agency discussions to safeguard and promote the child's welfare.

All child protection concerns need to be acted on **immediately**. If you are concerned that a child may be at risk or is actually suffering abuse, you must tell the Safeguarding Designated Officer.

**All adults, including the SDO, have a duty to refer all known or suspected cases of abuse to the relevant agency including Children and Young people Service (CYPS)-Social Care, MASH (multi Agency Safeguarding Hub) or the Police.** Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Teas Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting's Designated Person in the first instance. Any records made should be kept securely on the Child's protection file.

## **Recognising concerns, signs and indicators of abuse**

Safeguarding is not just about protecting children from deliberate harm. For our setting it includes such things as child safety, bullying, racist abuse and harassment, visits, intimate care and internet safety etc. the witnessing of abuse can have a damaging affect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can

take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for any reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the **needs to consult further.**

## **Physical Abuse**

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

## **Emotional Abuse**

Emotional abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking
- Very low self-esteem or excessive self-criticism
- Withdrawn behaviour or fearfulness
- Lack of appropriate boundaries with strangers; too eager to please
- Eating disorders or self-harm

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non- penetrative, or viewing pornographic material including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

We hold beliefs that may be common within particular cultures but which are against the law in England. We do not condone practices that are illegal and which are harmful to children. Examples of particular practices are:

- Forced marriage
- Under-age marriage
- Genital mutilation/female circumcision
- Ritualistic abuse
- Sexually active under eighteen year old
- Safeguarding disabled children
- Safer recruitment and selection
- Honour based violence
- Trafficked children
- Domestic abuse
- Private fostering
- Child exploitation and E-safety.

## **What to do if you are concerned**

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully
- Reassure them that they have done the right thing in telling you
- Do not investigate or ask leading questions
- Let them know that you will needs to tell someone else
- Do not promise to keep what they have told you a secret
- Inform your Safeguarding Designated Officer as soon as possible
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting safeguarding record log forms.

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the Safeguarding Designated Officer. Where those concerns relate to the Senior Safeguarding Designated Officer however, this should be reported to the owner using the settings ‘whistle blowing’ policy.

## **Managing allegations**

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our setting. Allegations will usually be that some kind of abuse has taken place. They can be made by children and young people or other concerned adults allegations are made for a variety of reasons:

- Abuse has actually taken place
- Something has happened to the child that reminds them of the past event- the child is unable to recognise that the situation and people are different; children can misinterpret your language or your actions
- Some children recognise that allegations can be powerful and if they are angry with you about something they can make an allegation as a way of hitting out
- An allegation can be a way of seeking attention

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the SDO who will advise the owner. In the case of the allegation being made against the SDO this will be brought to the immediate attention of the owner. The SDO/ owner will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. The owner will need to:

- Refer to the Local Authority Designated Officer (LADO) immediately and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser
- Contact the parents or carers of the child/young person if advised to do so by the LADO
- Consider the rights of the staff member for a fair and equal process of investigation
- Advise Ofsted of allegation
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary
- Act on any decision made in any strategy meeting
- Advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded

## **Training**

All members of staff and volunteers will have access to whole setting safeguarding training at least every three years. We will also, as part of our induction, issue information in relation to our safeguarding policy and any policy related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.

Our Safeguarding Designated Officer will undertake further safeguarding training in addition to the whole setting training. This will be undertaken at least every three years which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the SDO to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieving better outcomes for the children in our setting. This includes taking part in multi-agency training in addition to safeguarding training.

Mrs Nicola Welsh (SDO) attended the Safeguarding Children Awareness Training on 25<sup>th</sup> April 2009.

Our safeguarding policy is reviewed annually, in order to keep in date in line with local and national guidance/ legislation.

We will have copies of our safeguarding policy in the policies folder so they are available to parents on request. Updated Policies are sent out.

## **Related setting policies**

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as child health and safety, bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, setting security, drugs and substance misuse, etc.

There may also be other safeguarding issues that are specific to the local area or population' *Safeguarding Children and Safer Recruitment in Education DfES 2007*

This policy will cross reference to related setting policies and other protocol:

Behaviour

Adopted:

Our model for the Early Years Entitlement

Adopted:

Anti-bullying

Adopted:

Confidentiality

Adopted:

ICT and Internet safety

Adopted:

Health and safety

Adopted:

Racial discrimination

Adopted:

Equality and diversity

Adopted:

Code of conduct

Adopted:

Whistle blowing

Adopted:

Managing allegations

Adopted:

Safe recruitment

Adopted:

Information sharing

Adopted:

Toileting and Intimate Care

Adopted:

## **Legislation relating to this policy:**

Children Act 1989, 2004

Education Act 1996, 2002 (Section 175)

School Standards and Framework Act 1998

Safeguarding Children and Safer Recruitment in Education Guidance DfES 2007

Every Child Matters

Statutory Framework for the Early Years Foundation Stage 2008

Working Together to Safeguard Children 2010

**Manuals kept in setting:**

What to do if you're worried a child is being abused 2006

Working Together to Safeguard Children 2010

**For further information regarding any child protection procedure, please consult [www.swcpp.org.uk](http://www.swcpp.org.uk)**