

# SAFEGUARDING POLICY

Start Your Greatest Adventure...



**Building happy  
resilient  
little learners**

# SAFEGUARDING

## 1. SAFEGUARDING AND CHILDREN POLICY

### POLICY STATEMENT

- 1.1 Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our policies and procedures have been prepared in line the guidance issued by the Essex Safeguarding Children Board and SET Procedures (ESCB). We take in to account the Essex Effective Support Windscreen that reviews each level of a child in need.

### Procedures

- 1.2 We carry out the following procedures to ensure we meet the three key commitments:

1.3 Key commitment 1:

The setting is committed to building a 'culture of Safety' in which children are protected from abuse and harm in all areas of its service delivery.

### Staff and volunteers

- Our designated person for the setting, who co-ordinates child protection issues is: the Setting Manager.
- All staff have a statutory duty to safeguard children and to follow this policy and procedure.
- Our designated person for the Before, After School and Holiday Club, who co-ordinates child protection issues is: the Setting Manager.
- Our designated officer who oversees both of these roles is: the Director.
- We ensure that all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues.
- We provide adequate and appropriate staffing resources to meet the needs of the 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 Disclosure and Barring Service (DBS) checks before posts can be confirmed.
- Where applications are rejected because of obtaining information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised
- We record information about staff qualifications and the identity checks and vetting processes that have been undertaken, including retaining a copy of DBS number, date of it being obtained and who it was obtained by/from.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings that may affect their suitability to work with children. (Regardless of whether they were received before or during employment with us.)

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- We abide by the Safeguarding Vulnerable Groups Act (2006 and any later amendments) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would have otherwise lead to dismissal for reasons of a child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We 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.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign their consent on the Registration form and have access to records holding visual images of their child only, with no access to images or pictures of the other children.

## 1.4 Key commitment 2:

The setting is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2006).

Responding to suspicions of abuse:

- We acknowledge that abuse of children can take different forms – physical, emotional, sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse or experiencing neglect, this may be demonstrated through:
  - o Significant changes in their behaviour
  - o Deterioration in their general well being
  - o Their comments that may give cause for concern, or the things they say (direct or indirect disclosure).
  - o Changes in their appearance, behaviour or play
  - o Unexplained bruising, marks or signs or possible neglect or abuse
  - o Any reason to suspect neglect or abuse outside the setting

Concerns are entered by the Key Workers on to a Concerns & Monitoring form.

When the level of concerns noted by a Key worker reaches a point of further concern, they will refer this to the senior management team by completing a Better Safeguarding Incident & Referral form. The senior management team will then review this form and take further actions as necessary to ensure that all children at the setting are kept safe.

- There may be times when staff need to physically intervene at the setting to either ensure the safety of other children or the child with whom the intervention is taking place. If this occurs then the staff involved will complete a Physical Intervention form.
- We take in to account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disabilities. These are just some examples and we are aware of other factors that could also affect this.

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- We are aware of other factors that affect children's vulnerability such as; abuse of disabled children, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children (CSE), such as through internet abuse and female genital mutilation (FGM), honour based abuse (HBA) and enforced marriage that may affect or may have affected children and young people using our provision.
  - We also make ourselves 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 may come in to 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 child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person' on a Concerns & Monitoring form. The information is stored on the child's personal file.
  - We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. N.B. In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
  - We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
  - 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 any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or a Adult. Sharing confidential information without consent is done so only where not sharing it could be worse than the outcome of having shared it.
- 1.5 Recording suspicions of domestic abuse and violence, disclosures and any child protection concerns
- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give 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 a member of staff will:
    - o Listen to the child, offer reassurance and give assurance that they will take action.
    - o Not question the child
    - o Complete a Concerns & Monitoring form to give an objective record of the observation or disclosure that includes:
      - i) The date and time of the observation
      - ii) The exact words of the child – where possible
      - iii) The name of the person to whom the concern was reported
      - iv) The names of any other person present at the time.

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- These records are signed and dated in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity.

If necessary, a Better Safeguarding Incident & Referral form should be completed to pass the concern up to the senior management team to investigate further.

- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

## 1.6 Making a referral to the local authority children's social care team

- This is based on 'What to do if you're worried a child is being abused'.
- We keep a copy of this document alongside the procedures for recording and reporting set down by our Local Safeguarding Children Board,

## 1.7 Informing parents

- Parents are normally the first point of contact. We discuss concerns with the parents to gain their view of events, unless we feel this may put the child in greater danger.
- We inform parents 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 referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

## 1.8 Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines and SET Procedures.
- We have the current version of 'What to do if you're worried a child is being abused' available for parents and staff and ensure that all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues including; maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in an emergency, for the setting and children's social care to work well together.
- We notify the registration authority (Ofsted) of any incident and any changes in our arrangements that may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

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## 1.9 Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:
  - o Inappropriate sexual comments
  - o Excessive one-to-one attention beyond the requirements of their usual role and responsibilities
  - o Inappropriate sharing of images
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate. We also report 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.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the director will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation, as well as children and families throughout the process.

## 1.10 Disciplinary action

- 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 individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

## 1.11 Key commitment 3:

The setting is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering your children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

## 1.12 Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board.
- All staff complete the Essex Safeguarding online level 1 safeguarding training within 1 week of commencement of employment.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

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## 1.13 Planning

- The layout of the rooms allows for contact supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

## 1.14 Curriculum

- We introduce key elements of keeping children safe into our programme 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 how to keep safe.
- We create within the setting 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.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

## 1.15 Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Essex Safeguarding Children Board (ESCB) and SET Procedures.

## 1.16 Support to families

- We believe in building trusting and supporting relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst the investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, 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 Confidentiality and Client Access Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

## 1.17 Level of Safeguarding reporting:

Level 1 – Setting Manager

Level 2 – Director and Children's Centre

Level 3 – Director

Level 4 – Director

1. Every safeguarding incident needs to be categorised using these details.
2. Justification needs to be included when allocating categories.
3. All details need to be recorded on the passing of information up/down the management structure, as listed below.

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4. Details of incident, investigation, summary report and outcome need to be collated and filed in each setting under each incident.
5. A report on all safeguarding incidents needs to be completed within three working days of the incident.
6. All safeguarding reports to be sent to the Director.

## 1.18 Details of levels:

Level 1: Anything not covered above

Level 2: LADO/Ofsted involvement, Lost Child within the setting, Child needing hospital care, staff suspensions.

Level 3: Anything involving the media, Setting Manager suspensions, Serious injuries to a child.

Level 4: Major issue/potential involvement, Child lost outside premises, Abduction of a child, Attempted abduction of a child.

## 1.19 Contact telephone numbers:

The Children and Families Hub	0345 603 7627
Out of hours	0345 606 1212
Ofsted	0300 123 4666
Essex duty LADO	03330 139 797

## 2. SAFEGUARDING APPENDIX – THE PREVENT DUTY

### POLICY STATEMENT

2.1 From 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”.

This duty is known as the Prevent Duty.

### Procedures

- 2.2 Here at The Treehouse Club we take Safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent Duty we will;
- Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation
  - We will build the children’s resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their Personal, Social and Emotional Development and Understanding of the World)
  - We will assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. A Concerns & Monitoring form will be completed if necessary.
  - We will ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way
  - We will be aware of the online risk of radicalisation through the use of social media and the internet

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- As with managing other safeguarding risks, our staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly
- We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. The key person approach means that we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly
- We will work in partnership with our LSCB for guidance and support
- We will build up an effective engagement with parents/carers and families. (This is important as they are in a key position to spot signs of radicalisation)
- We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms
- We will ensure that our DSL's will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff
- We will ensure that any resources used in the setting are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively.

## CONTACT DETAILS

Norsey Woods, Education Room  
Outwood Common Road  
Billericay, Essex CM11 1HA  
01277 656 921

Dollymans Farm  
Doublegate Ln, Rawreth  
Wickford SS11 8UD  
01268 956 005

Thriftwood Scout Centre  
Orchard Ave  
Brentwood, Essex CM13 2DP  
01277 402 016

Hannakins Farm Community  
Centre, Rosebay Avenue, Queens  
Park, Billericay CM12 0SY  
01277 297 009

Ingrave Preschool, St Nicholas  
Church Hall, School Lane, Ingrave  
CM13 3RB  
01277 297 024

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