



Safeguarding Children Policy

Policy Statement

Magical moments will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Procedures

We aim to carry out this policy by:

- promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- promoting children's right to be strong, resilient and listened to by enabling children to have the self confidence and the vocabulary to resist inappropriate approaches;
- helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults; and
- working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

Staffing and volunteering

- Our designated person (a member of staff) who co-ordinates child protection issues is **Sharon Read**, (our deputy is **Liz Bowron**) who is responsible for sharing information with the staff team, accessing information & liaising with outside agencies to ensure information is up-to-date, collating information when there are concerns regarding a child & contacting the Social Services Contact Centre who provide relevant & up-to-date advise & make decisions regarding referrals.
- We provide adequate and appropriate staffing resources to meet the needs of 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 'enhanced disclosure' checks with the Disclosure & Barring Service before posts can be confirmed.
- Where applications are rejected because of 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 Disclosure & Barring Service 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/unvetted adults 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 lead to dismissal for reasons of 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 a consent form and have access to records holding visual images of their child.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- We take into 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 disability.
- 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, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children & 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 who we may 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, a member of staff makes a dated record of the details of the concern and discusses what to do with the 'designated person'. 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.
NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- Staff in the setting take care not to influence the outcome either through the way they 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 adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

Recording suspicions of abuse and disclosures

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes 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:

- listens to the child, takes what they say seriously, offers reassurance and gives assurance that she or he will take action, but does not promise to keep secrets;
- Communicates with the child in a way that is appropriate to their age, understanding & preference; does not question the child;
- makes a written record that forms an objective record of the observation or disclosure that includes:
 - the date and time of the observation or the disclosure;
 - the exact words spoken by the child as far as possible;
 - the name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file & is kept securely and confidentially.

All members of staff know the procedures for recording and reporting. **(We will report & seek advice from the Duty Assessment Team via Social Care Contact Centre) 0300 200 1006.**

Informing parents

- Parents are normally the first point of contact. If we have a concern about a child we will share these concerns with parents/carers. However, if sharing these concerns puts the child at risk of significant or further harm we will seek advice from the duty manager at Surrey County Council's contact centre.
- 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 Duty Assessment Team via the Social Care Contact Centre 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 parents.

Liaison with other bodies

- We work within the Surrey Safeguarding Children Board (SSCB) procedures and seek advice & report to the Duty Management Team at the Surrey Care contact centre. 0300 200 1006. Monday to Friday 8am – 6pm. Out of hours – Emergency duty team on 01483 517898.
- Surrey county council's local authority child protection designated officer (LADO) for allegations against a member of staff 01372 833321 or you can also ring 01372 833826 and talk to an Early Years & childcare Services named person. The police in all cases call 999.
- We have a copy of 'What to do if you are worried a child is being abused'. Also a "Flow chart poster" for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements that could affect the wellbeing of children within 14 days.. Ofsted can also be contacted on the Early Years Complaints line on 08456 404040.
- Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept.
- If a referral is to be made to the local authority social services department, we act within the Surrey



Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

- We ensure that all parents & staff know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
- We follow the guidance of the Surrey Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff 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's social service department to investigate.
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- Our policy is to suspend the member of staff on full pay 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 children and families throughout the process.

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 Disclosure & Barring Service (DBS) 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.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so 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.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting and that they respond appropriately and confidentially.

Planning

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



Curriculum

- We introduce key elements of child protection 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 understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, 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.

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 Surrey Safeguarding Children Board.

Support to families

- The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The setting makes clear to parents its role and responsibilities in relation to Safeguarding
- Children, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social care team.
- The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Safeguarding Children Plan as set by the social services department in relation to the setting's designated role and tasks in supporting the child and the 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 procedure and only if appropriate under the guidance of the Surrey Safeguarding Children Board.

Legal framework

Primary legislation

Children Act (1989 s47)
Protection of Children Act (1999)
Data Protection Act (1998)
The Children Act (Every Child Matters) (2004)
Safeguarding Vulnerable Groups Act (2006)
EYFS Statutory Framework 2012

Secondary Legislation

Sexual Offences Act (2003)
Criminal Justice and Court Services Act (2000)
Human Rights Act (1999)
Race Relations (Amendment) Act (2000)



Race Relations (Amendment) Act (1976) Regulations
Equalities Act (2006)(2010)
Data Protection Act (1998) Non Statutory Guidance
The Public Interest Disclosure Act (1998)
Rehabilitation of Offenders Act 1974

Guidance

Working Together to Safeguard Children (HMG 2006 - under revision 2012)
What to do if you're Worried a Child is Being Abused (HMG 2006)
Framework for the Assessment of Children in Need and their Families (DoH 2000)
The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
Information Sharing: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006)
Independent Safeguarding Authority: www.isa.homeoffice.gov.uk

This policy was adopted at a meeting of	Magical Moments
Held on	2/4/2014
Date to be reviewed	ongoing
Signed on behalf of the management	S.Read