

Sunbeams Play

Registered Charity No. 1152188

Safeguarding Children and Young People

2. Safeguarding Children/Young People and Child Protection.

(Including managing allegations of abuse against a member of staff)

Policy statement

Our setting will work with children, young people, parents/carers and the community to ensure the rights and safety of children and young people and to give them the very best start in life. Our safeguarding policy is based on the three key commitments.

- Our safeguarding policy is underpinned by the two principles of Working Together (2015)
- Safeguarding is everyone's responsibility for services to be effective, each professional and organisation should play their full part.
- A child centred approach for services to be effective should be based on a clear understanding of the needs and views of children and young people.

Procedures

We carry out the following procedures to ensure we meet the three key commitments.

Key commitment 1.

Sunbeams Play 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

- The designated person named as Safeguarding Lead and who will co-ordinate all safeguarding issues is Sue Carr.
In her absence please contact one of the deputy safeguarding leads Monica Bates, Sarah Southernwood.
- We ensure all staff and parents/carers are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children and young people.

- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the disclosing and 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 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/young people.
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led 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/young people.

Key commitment 2

Sunbeams Play 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/ young people can take different forms - physical, emotional, and sexual, as well as neglect.
- When children/young people 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/carer's capacity such as social exclusion, domestic violence, parent's/carer's drug or alcohol abuse, mental or physical illness, or parent's/carer's learning disability.
- We are aware of the other factors that affect children and young people's vulnerability such as abuse of disabled children/young people, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children/young people such as internet abuse and female genital mutilation that may affect or may have affected children and young people using our provision.
- We will 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 maybe 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 a child/young person in our care or known to us may be affected by any of these factors we follow the procedure 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 setting leader or manager who is acting as the 'designated person'. The information is stored on the child/young person's personal file.
- We refer concerns to the Norfolk authority children's social care department and co-operate fully in any subsequent investigation. In some cases this may mean the police or another agency identified by the Norfolk Safeguarding Children's Board.
- We will take care not to influence the outcome either through the way we speak to children/young people or by asking questions of children/young people.
- We will take into account of the need to protect young people aged 16-25 as defined by the children's act 1989 .This may include users of the setting, students, school children on work placement ,young employees or young parents/carer's. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The view 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 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 or young person 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 or young person, offers reassurance and gives assurance that she or he will take action;
- Will not question the child or young person;
- Will make a written record that forms an objective record of the observation or disclosure that includes:
 - date and time of the observation or the disclosure.
 - exact words spoken by the child or young person as far as possible.
 - name of the person to whom the concern was reported, with date and time.
 - names of any other person present at the time.
- The records are signed and dated and kept in the child or young person's personal file which is kept securely and confidentially.

Informing parents/carers

- Parents/carers are normally the first point of contact. We discuss concerns with parents/carers to gain their view of events, unless we feel this may put the child or young person in greater danger.
- We inform parents/carers where we make a record of concerns in their child or young person's file and that we also make a note of any discussion we have with them regarding a concern.
- Should a suspicion of abuse warrants a referral to social care, parents/carers are informed at the same time as the report is made, except where the guidance of the Norfolk Safeguarding Children Board does not allow this, for example, where a child or young person may be placed in greater danger. This will usually be the case where the parent/carer is the likely abuser. In these cases the investigating officers will inform parents/carers.

Liaison with other agencies

- We will work within the Norfolk Safeguarding Children Board guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' for parents/carers and staff and all staff are familiar with what to do if they have concerns. (NSCB on line).
- We have procedures for contacting the Norfolk 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 will notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the Norfolk National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- Should a referral is to be made to the Norfolk authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents/carers at the same time.

Allegations against staff

- We will ensure that all parents/carers know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We will follow the guidance of the Norfolk Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child or young person.
- We will respond to any disclosure by parents/carers, children, young people 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 will refer any such complaint immediately to the Norfolk authority's social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- We will co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee agree it is appropriate in the circumstances, the Manager will suspend the member of staff on full pay, or the volunteer, 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. The concern would immediately be raised with the Norfolk Authority Designated Officer (LADO).
- If the concern is regarding a member of the management team the concern should be raised with the Chair of Trustees who will contact LADO

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.

Key commitment 3

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

Training

- We will 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 Norfolk authority guidelines for making referrals.
- We will ensure that all staff know the procedures for reporting and recording their concerns in the setting.

Planning

- 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.
- We introduce key elements of keeping children and young people safe into our programme to promote the personal, social and emotional development of all children and young people, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.

- We will create within the setting a culture of value and respect for the individual, having positive regard for children and young people's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We will ensure that this is carried out in a way that is developmentally appropriate for the children/young people.

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 Norfolk Safeguarding Children Board.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We will make clear to parents/carers our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the Norfolk children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We will 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/carers or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Norfolk Safeguarding Children Board.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (2018)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1998)

- Race Relations (Amendment) Act (2003)
- Race Relations (Amendment) Act (1976) Regulations
- Equalities Act (2010)
- Data Protection Act (2018) Non Statutory Guidance

This policy was adopted on

20th April 2015

Policy updated

April 2020

Date to be reviewed

April 2021

Signed on behalf of the management committee

Name of Signatory

Role of Signatory

Reviewed By	Date