



**A world in which Autism is celebrated.**

**Registered Charity No. 1152188**

## **Safeguarding Children and Young People**

### **Policy No. 2a. Stay and Play Group Safeguarding Policy.**

#### **Group Overview**

The group is open to the whole community with a special interest in families with children with additional needs including autism. Sunbeams will allow a maximum of 12 under 5's with one parent or carer in order to stay within capacity.

New group members will initially be shown around the centre and given the opportunity to ask any questions they may have. All new members will be issued with a welcome pack which will include a registration form and information about policies and procedures and where they are available to view.

Sunbeams will also issue forms for Allergies, Medications and Photo/video permissions.

New members will also need to agree to a Code of Conduct that is designed to keep them and others safe and the environment safe and welcoming.

Parents/Carers will be responsible for their own children and will be given a code of conduct which will clearly outline expectations including mobile phone use, appropriate language, photographs and filming.

Whilst encouraged to form new friendships and to build a support network with other adults in the group parents and carers, will be expected to join in with activities and support their own child with play activities.

#### **Safer Working Practices**

All staff are trained and updated in Safeguarding and given regular supervisions where safeguarding is included.

Staff are First Aid trained to level 3 and training is revisited when needed. First Aid equipment is regularly checked and restocked. There is a defibrillator outside of the centre for which staff have been trained to use.

Risk assessments are in place for the centre, separate areas within the centre and the equipment, which are updated minimally once a year with dynamic risk assessments completed daily.



## **Working with Parents/Carers**

Parents and carers will be informed of the importance of safeguarding through their welcome packs and initial introduction to the group, information on the notice board and information posted on Sunbeams website.

Sunbeams registration form contains a section on safeguarding and parents are required to sign to show that they have been made aware of the safeguarding policy and have been asked to read it. All members will be offered a copy of the Safeguarding Policy as well as be made aware that there is a copy available in the reception area that they are welcome to read, or have a copy printed, at any time.

## **Safeguarding at the Group**

Safeguarding remains paramount; the designated lead on the day will be the Manager – Sue Carr or Deputy Manager – Sarah Southernwood or Lisa Hutt (Room Supervisor) in their absence.

Sue Carr can be contacted on:

07484085777 9 am – 10pm daily

01493 442181 12pm to 8pm Mon – Friday

Sarah Southernwood (Deputy Manager) on:

01493 442181 12pm to 8pm Mon - Friday

Lisa Hutt (Room Supervisor) on:

01493 442181 12pm to 8pm Mon – Friday

If the Safeguarding Lead or Deputies are unavailable anyone with a safeguarding concern can contact the Children's Advice and Duty Service (CADS).

A staff member or volunteer can call 0344 800 8021.

A member of the public or parent can call 0344 800 8020.

ALL parents and carers will be reminded to bring any concerns relevant to the group and group members to the Manager (Sue Carr), Deputy Manager (Sarah Southernwood) or Lisa Hutt (Room Supervisor).

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 Services.

## **Contacting the Children's Advice and Duty Service (CADS)**

If we are concerned that a child or children is experiencing or likely to suffer significant harm we will telephone (CADS) immediately on 0344 800 8021

When considering whether to contact CADS we will consult the CADS Flowchart in Appendix 2 and the [Norfolk Continuum of Needs Guidance](#) 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP)

We will gain consent from the parent to contact CADS, unless to do so would place the child at further risk of harm or undermine a criminal investigation.

CADS will advise us of the action required to resolve the concerns either directly or with the support of partner agencies, not necessarily Children's Services. Or a formal referral, recording the level of need. Depending on the level, the referral will be processed into either a Family Support Team or Social Work Team.

A consultation feedback letter will be provided as a record of all conversations and provide a clear audit trail of the outcome agreed.

- We will not investigate and will be led by the Local Authority and/or the Police.
- We will keep written dated records of all conversations with CADS.
- Members of the public or parents can contact CADS on 0344 800 8020

## **Records and Confidentiality**

Our organisation cannot guarantee confidentiality if there is a child safeguarding concern, as we will need to share these concerns with the Children's Advice and Duty Service. It is an expectation that our organisation will seek consent to share information first unless to do so would place somebody at risk of harm or undermine a criminal investigation.

Sunbeams keeps information relating to each child and young person who attends Sunbeams services.

- The information kept is to ensure that the child/young person is safe whilst in the care of Sunbeams.
- Information includes home address, parent/carer contact details, medical details and the child or young persons likes, dislikes, triggers etc.
- This information is recorded on Sunbeams 'Registration Form' and is completed by parent/carer of each child/young person.
- Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's file.
- These files will be the responsibility of the Designated Safeguarding Lead and information will only be shared within the organisation on a need to know basis for the protection of the child.
- All safeguarding records will only be accessed by the Safeguarding Lead and Safeguarding Deputies.
- All safeguarding concerns are recorded by the person the disclosure was made to, these concerns are then passed on to the Safeguarding Lead.
- The Safeguarding Lead then logs the concerns in Sunbeams 'Course for Concerns Book' which is locked safely away.
- Records kept will include:-
  - \* Registration forms
  - \* Permission forms
  - \* Allergies
  - \* Medications
  - \* Attendance Record
  - \* Safeguarding Concerns

## **Managing Allegations against staff and volunteers**

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in '*Working Together to Safeguard Children*' (2023).

An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4<sup>th</sup> bullet point above recognises circumstances where a member of staff (including locum or supply staff) or volunteer is involved in an incident outside of setting/agency/work place which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

At Sunbeams we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to us, but who are not employed by our organisation to the LADO service directly at [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk)

We will take all possible steps to safeguard our children and to ensure that the adults at Sunbeams are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures [NSCP Protocol 8.3 – Allegations Against Persons who Work/Volunteer with Children](#) and [The Management of Allegations Against People Working with Children Procedure](#) are adhered to and will seek appropriate advice.

If an allegation is made or information is received about *any* adult who works/ volunteer in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information will inform the Safeguarding Lead (Sue Carr) or Safeguarding Deputies (Sarah Southernwood or Lisa Hutt) immediately. This includes concerns relating to agency, supply and specialist staff, students and volunteers.

Should an allegation be made against the Manager, this will be reported to the Deputy Manager. In the event that the Deputy Manager is not contactable on that day, the information must be passed to and dealt with by the Lead Supervisor.

The referral form can be downloaded here, along with more information:  
<https://norfolkscp.org.uk/people-working-with-children/how-to-raise-a-concern>

For further information on the role/remit of Norfolk LADO Service, please see [NSCP Protocol 8.3 – Allegations Against Persons who Work/Volunteer with Children](#) and [The Management of Allegations Against People Working with Children Procedure](#)

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|----------------------------------------------|-----------------------------|
| This policy was adopted on                   | 12 <sup>th</sup> March 2024 |
| Policy updated                               | 12 <sup>th</sup> July 2025  |
| Date to be reviewed                          | April 2026                  |
| Signed on behalf of the management committee |                             |
| Name of Signatory Susan Carr                 |                             |
| Role of Signatory Manager                    |                             |

| Reviewed By | Date       |
|-------------|------------|
| Sue Carr    | 09/04/2024 |
| Sue Carr    | 25/04/2024 |
| Sue Carr    | 12/07/2025 |
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|             |            |
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## **Appendix 1**

### **Definitions of Abuse and Neglect from Working Together to Safeguard Children 2023**

Safeguarding and promoting the welfare of children is defined in this guidance as:

- -protecting children from maltreatment;
- -preventing impairment of children's health or development;
- -ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- -and taking action to enable all children to have the best outcomes.

Child protection is defined as: Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

#### **What is abuse and neglect?**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

##### **Physical abuse-**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

##### **Emotional abuse-**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

##### **Sexual abuse-**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

##### **Neglect-**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Appendix 2

### Children's Advice and Duty Service (CADS) Flowchart

