

## Safeguarding children

### Safeguarding children and child protection

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

#### Policy statement

Happy Kids will work with children, parents, partners and the community to ensure the rights and safety of children and to give them the very best start in life.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

#### Procedures

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

##### *Key commitment 1*

Happy Kids 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 who co-ordinates child protection issues is:

**Bettina Marshall**

- Our designated director who oversees this work is:

**Steve Scott**

- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- 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 and Barring Service before posts can be confirmed. They are also informed that they must declare any associations with disqualified persons.
- 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 and 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 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 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.

#### *Key commitment 2*

Happy Kids is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies.

#### *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.
- 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 separately within the securely held child's personal file.
- We refer concerns to the local authority children's Multi Agency Safeguarding Hub (MASH) and co-operate fully in any subsequent investigation.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

### *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, offers reassurance and gives assurance that she or he will take action;
  - 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 which is kept securely and confidentially.
- Children from Asian, African and Middle East communities who may be subject to female genital mutilation (FGM) and as such are observed for the following:
  - Becoming introverted
  - Not attending nursery for a period of time then presenting flu-like symptoms
  - Complaining about stomach ache or being hesitant going to the toilet following a holiday
- Staff are aware of medical child abuse (Munchausen by proxy syndrome) where a primary carer causes or fabricates illnesses or symptoms in a child in order typically gain attention or sympathy. Where this is suspected staff will inform the safeguarding officer who will take advice from the safeguarding team and adult social care.

### *Making a referral to the local authority social care team*

<b>Multi Agency Safeguarding Hub, Children's Social Care</b>	0161 234 5001
<b>Early Help Team</b>	0161 234 5969
<b>NSPCC Helpline</b>	0808 800 5000
<b>Early Years Education Safeguarding Officer</b>	07932 217 315 <b>RuthDenton</b> <b><u><a href="mailto:r.denton@manchester.gov.uk">r.denton@manchester.gov.uk</a></u></b>
<b>Manchester Police</b>	999

<b>OFSTED</b>	0300 123 1231
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<b>Local authority designated officer</b>	Tel: 0161 234 1214 <b>Majella O'Hagan</b>
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### *Informing parents*

- Parents are normally the first point of contact.
- 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 Manchester Safeguarding Children Board 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 agencies*

- We work within the Manchester Safeguarding Children Board guidelines.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers, 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 which may affect the wellbeing of children.
- If a referral is to be made to the local 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 at the same time.

### *Allegations against staff and whistleblowing*

- We ensure that all parents 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 follow the guidance of the Manchester 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. (We hold a copy of these policies in our setting at all times).
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or 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's social care department to investigate. We also report any such alleged incident to Ofsted within 14 days and what measures we have taken. We are aware that it is an offence not to do this.

- All allegations against a member of staff must be report to the Local Authority Designated Officers (LADO) within 24 hours.

*Majella O'Hagan 0161 234 1214*

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- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the directors and children's social care agree it is appropriate in the circumstances, the directors 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.
- Other allegations against staff including not performing their duties correctly, where they are putting their own or others health and safety in danger, where they are causing damage to the environment or where they are committing a criminal offence should in the first instance be reported to your line manager. If you feel that this matter has not been dealt with then you should contact a director of the company. If following this you still do not feel that the matter has been dealt with you should contact the appropriate authority whether that be the Health and Safety Executive, the Environment Agency or the Police.

#### *Allegations against the Company or its Directors – Whistleblowing*

- Where you believe that the company or its directors are not fulfilling their legal duties you have the right and responsibility to report this. Examples of the legal duties include where the company are putting the health and safety of employees, children or others in danger; where the company is causing damage to the environment; where they are not obeying the law for instance with regard insurance; where they are covering up wrongdoing or where they are committing a criminal offence. In the first instance this should be reported to one of the directors where you feel you can. Where you feel that the directors will cover up the allegation, would treat you unfairly if you were to raise the issue or if the issue hasn't been sorted then you should contact the appropriate authority be that Ofsted, Health and Safety Executive, the Environment Agency or the Police.

#### *Disciplinary action*

- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the DBS Barring Referrals service so that the name may be included on the DBS barred list

### *Key commitment 3*

Happy Kids 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 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 all staff know the procedures for reporting and recording their concerns in the setting.

#### *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 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 that they develop an 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 Manchester Safeguarding Children Board.

#### *Support to families*

- We believe in building trusting and supportive 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, providing information, 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 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 to Records procedure and only if appropriate under the guidance of the Manchester Safeguarding Children Board.

## **Legal framework**

### *Primary legislation*

- Children Act (2004)
- Working Together to Safeguard Children (2015)
- What to do if you're worried a child is being abused (2015)
- Data Protection Act (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Keeping Children Safe in Education (2016)
- Inspecting safeguarding in early years, education and skills settings (2016)

### *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)

Version number	3.3
Date Issued	November 2017
Date to be reviewed	November 2018
Signed on behalf of the company	<b>Steve Scott</b>
Name of signatory	Steve Scott
Role of signatory	Director