Safeguarding Children Policy

All settings have an important part to play in helping parents care for their children. They work with parents during times of stress offering support and respite.

Most children are subject to minor accidental injuries, but there may be occasions when we are concerned about the nature or frequency of the injury or are concerned about the response’s children give.

Our first responsibility and priority at Wendy’s Child Care Service are to the children in our care, and if we have any cause for concern, we will report it to the relevant body following the Local Safeguarding Children Partnership procedures as required by the Children’s Act 1989, the current Early Years Foundation Stage and the Childcare Register requirements. The local procedures are available for parents/guardians to see on Berkshire Safeguarding Children Partnership’s website. <https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp/report-safeguarding-concerns/concerned-about-a-child-in-west-berkshire>

We keep up to date with current legislation and guidance and have knowledge and regard for the following documents:

• Working Together to Safeguard Children – A guide to inter-agency working to safeguard and

promote the welfare of children

• Worried a Child is being Abused – Advice for Practitioners 2015

• the statutory guidance Keeping Children Safe in Education

• Information Sharing – Advice for Practitioners providing Safeguarding Services

• Prevent Duty Guidance: England and Wales and British Values

As childcare providers we need to be aware of the type of acts to look out for where adults and children

may be drawn into terrorism and if we suspect this, we will inform the appropriate people. We are very

aware that children are vulnerable and can be drawn into radicalization and terrorism, even those in Early Years. If we become aware of any signs and indicators we would contact the Prevent Duty Officer – [preventreferralswestberkshire@thamesvalley.police.uk](mailto:preventreferralswestberkshire@thamesvalley.police.uk)

AntiTerrorist Hotline on 0800 789 321

the Department for Education telephone helpline 020 7340 7264 if we have a concern. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk

Wendy’s Child Care Service has a duty of care to the children to prevent this from happening and because of this we promote British Values. This is through activities covering Personal, Social and Emotional development and Understanding the World.

**British values are: -**

• Promoting Democracy – We ensure that every child has a voice and is listened to; children can give their opinion and comment.

• Promoting the Rule of Law – We teach children right from wrong, give them the opportunity to create their own rules and promote them; and helping children to understand the consequences of their own behaviour and that of others.

• Individual Liberty – this means freedom for all. We encourage children to have a positive attitude about themselves; provide activities that increase self-esteem and confidence. We allow children to take risks and make positive contributions.

• Mutual Respect and Tolerance – We have an ethos of inclusivity, where all children are part of our family and that difference are not barriers. We celebrate different world faiths, learn about different cultures and teach children to respect others. We promote positive attitudes and do not stereotype people.

Wendy’s Child Care Service recognise and implement the UNCRC “Rights of the Child”. The articles

that refer to Child Protection are: -

• Article 19 (protection from violence, abuse, and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them

• Article 33 (drug abuse) Governments must protect children from the illegal use of drugs and from being involved in the production or distribution of drugs

• Article 34 (sexual exploitation) Governments must protect children from all forms of sexual abuse and exploitation

• Article 35 (abduction, sale, and trafficking) Governments must protect children from being abducted, sold, or moved illegally to a different place in or outside their country for the purpose of exploitation

• Article 39 (recovery from trauma and reintegration) Children who have experienced neglect, abuse, exploitation, torture or who are victims of war must receive special support to help them recover their health, dignity, self-respect, and social life.

As a setting Wendy’s Child Care Service, we are aware of the signs and symptoms of child abuse; for example, Physical, Sexual, Emotional and Neglect, Exploitation; Domestic Abuse and Bullying, plus other types of abuse such as Female Genital Mutilation (FMG), Breast Ironing, Online Abuse, County Lines, Upskirting, etc.

Child on Child Abuse – We recognise that children and young people can abuse other children. Child on Child Abuse relates to situations such as sexual exploitation, gang violence, financial abuse, coercive control, and exploitative relationships. We want all children to feel safe in the setting and, as part of our commitment to keep them safe, we regularly observe children’s interactions and aim to be approachable, so they will speak to us a trusted adult; if they are concerned about any aspects of their relationships with others. Parents can contact us at any mutually convenient time to discuss concerns children might raise at home.

**Training:**

To ensure we understand and have knowledge of safeguarding and child protection procedures in the

setting at Wendy’s Child Care Service we:

• Keep up to date with safeguarding and child protection issues both nationally and within our local authority

• Our training is regularly updated and must be renewed at least every two years and recommended yearly to keep up to date. The following key factors are covered:

- Categories of abuse, harm and neglect and how to identify signs at the earliest opportunity

- Factors, situations and actions that could lead and contribute to abuse, harm and neglect

- How to work in ways to safeguard children from abuse, harm and neglect

- Significant changes in children’s behaviour

- A decline in children’s well-being

- Concerns and comments or behaviour from children

- Inappropriate behaviour from staff/assistants/other practitioners including sexual comments and inappropriate sharing of images

- Any reasons to suspect neglect or abuse outside the setting, for example the child’s home or experiencing domestic abuse or coercive control or a girl subjected to (or at risk of) female genital mutilation

- How to respond, record and refer concerns or allegations

- Legislation, national policies, code of conduct and professional practice in relation to safeguarding

- Our roles and responsibilities and that of other professionals involved in safeguarding.

As a Childminder and Designated Safeguarding Lead (DSL) training also covers:

- Advice from the Local Authority for Safeguarding

- How the setting has a safe organizational culture

- How to ensure Safe Recruitment

- How to implement policies and procedures

- Local Child Protection and how to liaise with the relevant agencies

- How to refer and escalate concerns

- How to manage and monitor allegations of abuse against other staff

- How to ensure internet safety.

Mobile phones and devices that have recording and imaging capabilities

• Please see our ‘Data Protection’ policy to reassure you of our procedures within the setting of any photos or videos taken of your child/ren and their use, plus the use of mobile phones

• Photos are taken on Wendy’s phone, uploaded to Babysdays secure website and then deleted out of all photo folders. No photos are taken on assistants’ phones.

• Children are not allowed to bring a device that has internet connection or recording capabilities into the setting.

• Any visitors to the setting will be told NOT to use their mobile phones. Assistants/Staff will also only be able to use mobile phones when essential and are to keep them in a secure place as agreed by myself, the setting’s Designated Safeguarding Lead.

**Keeping Children Safe**

• We work together with parents to ensure the care of the child is consistent.

• Children will only be released from our care to the parent/guardian or to someone named and

authorized by them. Identification will be required by persons we have not previously met.

• The security of the premises ensures that children cannot leave the premises unsupervised.

• If we suspect or know that a parent has been drinking and feel is unsafe to look after their child,

we will call their emergency contact to come and collect their child and we will report to Children’s Services.

Parents must notify us of any concerns they have about their child which could affect their behaviour, and any accidents, incidents or injuries affecting the child in writing by WhatsApp immediately.

Unless we believe it would put the child at risk of further harm, we will discuss concerns with the child’s

parents if we notice:

➢ Significant changes in a child’s behaviour.

➢ A decline in children’s general well-being.

➢ Unexplained bruising, marks or signs of possible abuse or neglect.

➢ Children’s comments which give cause for concern.

➢ any reasons to suspect neglect or abuse outside the setting, for example in the child’s home; and/or

➢ 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 understand the additional barriers that exist when recognizing the signs of abuse and neglect of children with special educational needs and/or disabilities. We know that we must think abuse before Disability. We are also aware that a child’s behaviour, mood or injuries may be associated with abuse and should not be thought of as just ‘bad behaviour’. If a child tells us that they or another child is being abused, we will:

➢ Show that we have heard what they are saying, and that we take their allegations seriously.

➢ Encourage the child to talk, but we will not prompt them or ask leading questions. We will not interrupt when a child is recalling significant events and will not make the child repeat their account.

➢ Explain what actions we must take, in a way that is appropriate to the age and understanding of the child.

➢ Record what we have been told using exact words where possible.

➢ Make a note of the date, time, place, and people who were present at the discussion.

We always record concerns that we have with a child however small they may be as

sometimes this will help build a bigger picture of what is happening in the child’s life.

Making a Referral Wendy’s Child Care Services will contact the local children’s services’ duty desk, West Berkshire

Safeguarding Children Partnership for advice and an assessment of the situation and/or complete the on-line referral form. If we telephone, we will follow this telephone call up with an on-line referral form to the duty team within 48 hours. We will record the concern in writing for our own documentation. The concern will then follow the procedures as set out within the Working Together to Safeguard Children document. If we have not heard back from children’s services within 72 hours, we will contact again and continue until we know action has been taken.

**Allegations of Abuse**

To protect the setting against allegations of abuse to include all persons on the premises we will:

• Ensure all members of the household and staff have an Enhanced Criminal Records Bureau Check (CRB) or an enhanced Disclosure and Barring Service check. (DBS)

• When working with assistant/s, ensure they have been accepted by OFSTED as a suitable person to take care of children. An assistant will not be left alone unless with parental consent and with Paediatric First Aid; and for no more than two hours per day. This will not be regular practice

• Ensure that if we take on a person under the 16 years of age, for work experience or similar, they will be always supervised with the children

• Ensure all visitors to the setting sign the visitor’s book, identification is taken, and they understand fully our visitors’ rules.

• No one to have unsupervised access to the children under any circumstances. (Setting Risk Assessments are completed to show how we protect children)

• Ensure that if workers are in the setting the children are always supervised and play in a separate area to where the workers are (where possible).

• Document every accident and incident that occurs whilst in the setting’s care, informing parents and requiring them to sign records. We note if someone refuses to sign an incident report.

• Note any marks on the children when they arrive and ask parents to inform Wendy’s Childcare Service of any accidents that have occurred whilst outside my care or of any medication already taken.

• Keep accurate records on each child in the setting of any significant events/incidents.

• Teach children self-help skills to promote independence and confidence especially around toileting and dressing procedures

• We will never give guarantees of confidentiality or secrecy to children or adults.

• We will never use inappropriate language or actions when speaking with children or parents.

• We will dress suitably for working with children.

• If Physical restraint is used to protect a child from hurting themselves or others it will be reported

to the parent/guardians. (please see our Behaviour Policy)

• Parents must be informed that physical contact and touch is essential to provide high quality care and be sensitive to a child’s needs. i.e. a cuddle for a child who has hurt themselves, kissing a child goodbye when they have requested or giving them a hug.

If an allegation is made Wendy’s Child Care Services, or any other person within the premises we will report it immediately to Ofsted and children’s services to the Local Authorities Designated Officer (LADO), following West Berkshire Safeguarding Children Partnership procedures. We will also contact our insurance company for support and advice. A referral is now be made on the on-line referral form to the Local Authority Designated Officer (LADO). Ofsted must be informed in writing within 14 days.

If there is anyone in the setting or in any other childcare setting which we suspect is abusing a child, we will not hesitate to inform the Local Authorities Designated Officer (LADO) and ‘whistle blow’. Ofsted will also be contacted. Staff/Assistants know that anyone can abuse a child and are aware of how to Whistle blow on any member of Wendy’s Childcare Services. Should a person leave the setting where they are no longer suitable to look after children, we will inform the Disclosure and Barring service.

Should a member of staff/assistant feel unable to raise an issue or concern with their Designated Safeguarding Lead or Deputy/Childminder or feels that their genuine concerns are not being addressed

other channels are open to them:

➢ Ofsted whistle blowing hotline: 0300 123 3155 or

https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure

➢ NSPCC whistleblowing advice line for staff to call: 0800 0280285;

email:help@nspcc.org.uk. National Society for the Prevention of Cruelty to Children

(NSPCC), Weston House, 42 Curtain Road, London. EC2A 3NH

➢ General Guidance on whistleblowing can be found via https://www.gov.uk/whistleblowing

Recording Concerns

In all instances, we will record:

➢ the child’s full name and address

➢ the date and time of the record

➢ factual details of the concern, for example bruising, what the child said, who was present

➢ details of any previous concerns

➢ details of any explanations from the parents

➢ any action taken such as speaking to the parents.

It is not our responsibility to attempt to investigate any situation ourselves. We will contact our

Local Authority for Safeguarding.

**Personal Care**

Children’s personal care is treated with care, attention and privacy. Children who are in nappies are treated with respect and privacy the same as an older child. We promote self-help skills with all children and encourage them to be able to look after their own hygiene and self-care with the support of adults in the setting.

Bruising in babies who are not independently mobile Babies who are not able to move around, roll or turn are ‘not independently mobile’. A bruise on a child who is not independently mobile is rare. It is not usual for bruising to occur in the day- to-day activities of caring for a baby such as feeding, holding and changing a nappy.

If a bruise is found on your baby please inform us immediately. In the event of a bruise, we have a duty to contact children’s services to report our concern. A bruise can be a sign of a hidden medical condition or could be cause of concern of a person intentionally hurting the baby.

Any professional who finds a bruise/mark on a baby who is not independently mobile must report their concern to Children’s Services.

**The Procedure to be followed in the event of a child going missing**

In the event of a child being lost:

• Wendy’s Child Care Services endeavours to take precautions to ensure a child’s safety always.

• We talk about “Stranger Danger” to children of all ages, adapted to suit their age and ability of understanding. For the younger age group this may be through stories.

When out and about, we have some Golden Rules: -

Listen always Do not run off Stay in sight always Stop at corners.

Younger children are kept in buggies or on reins or hold an adult’s hand to keep them safe, and those able to walk carefully hold on to the buggy. All children up to and including Year 2 wear identifiable uniform ie – Same coloured wet weather gear or same colour summer hats.

We are very selective as to where we take the children on days out. We choose places that we are familiar with and where we have undertaken a risk assessment. We avoid lonely places, and do not go into woods etc. without two adults or more present. We look at each outing individually to decide the child: adult ratio required.

If our procedures to ensure safety fail us and we lose a child, we will meet up at a place agreed upon at the commencement of our outing. All children are told which people to ask for assistance in a place/venue.

If in an enclosed area, we would alert security to shut all exit doors and other areas and alert all staff to help find the child. If this were not available to us, we would alert those around us and call upon their help. We would provide a description of the child. We would call the police if needed, inform the parents and Ofsted.

We would keep the other children in our care, reassuring them always.

Non-Arrival and Non-Collection from Childminders procedure

If your child does not arrive at the agreed time or is not collected within 30 minutes of the agreed time and Wendy’s Child Care Services have not received a telephone call from you, we will try calling your contact numbers. If we do not make contact, we will try the emergency contact numbers you have given us.

We will continue to try your contact numbers and emergency numbers, but after a responsible amount of time, approximately 60 minutes from the original agreed arrival/collection time, we will then inform the local authority duty social worker and seek the help of the police if necessary. (see Attendance policy for more details).

**Late Collection from School procedure**

If for any reason Wendy’s Child Care Services are going to be late to pick up a child or children from school, our aim would be to telephone the school to advise them of our lateness. If for any reason we are unable to pick up, we would advise parents as soon as possible and the school.

For the children at the junior school who come out of school on their own, they are told that if we are not there, to wait where we meet. If after a little while we do not appear, and other children are going home, they are to go back into the school office to advise the office staff. Office Staff will then make the relevant telephone calls.

**INFORMATION ON HOW TO REPORT A CONCERN IN WEST BERKSHIRE**

**Concerned about a Child in West Berkshire**

**If there is immediate risk of harm to a child, call the Police on 999**

If you are concerned about a child in West Berkshire, it is important that you talk to someone about this. Don’t ignore your concerns or delay taking action.

Please contact Contact Advice Assessment Service (CAAS) within working hours on **01635 503090** for a member of staff to deal with your concern, alternatively email [**child@westberks.gov.uk**](mailto:%20child@westberks.gov.uk)

**Children’s Services Out of Hours Emergency Duty Service (EDS)**

EDS are available when the West Berkshire Council offices are closed if there is an emergency safeguarding concern. This includes evenings, 24 hours on weekends and bank holidays. Please contact EDS by telephone **01344 351999** or email [**edt@bracknell-forest.gov.uk**](mailto:%20edt@bracknell-forest.gov.uk)

**Reporting a concern if you are deaf, hard of hearing of speech impaired**

If you are deaf, hard of hearing or speech impaired, the following options will help you to report a concern about a child:

**Contact Advice Assessment Service (CAAS):**Email CAAS at [**child@westberks.gov.uk**](mailto:child@westberks.gov.uk)

* This email address is confidential . If your email account is not secure, please don’t include confidential or personal information in your initial email. A member of staff will email you back and give instructions on how to provide further information securely.
* **NSPCC Sign Video:** This service uses British Sign Language and is available on PC, Mac, iOS (iphone/ipad) and Android smartphone (4.2 or above). Once you are connected, a BSL interpreter will appear on your screen. You can explain to the interpreter what your concerns are and tell them that you want to contact the NSPCC. The interpreter will contact NSPCC and relay your concerns to a counsellor. The counsellor will listen to your concerns and advise on a course of action. This BSL video service is currently available Monday to Friday, from 9am to 6pm. For further information and to access this service visit: [**nspcc.org.uk/what-you-can-do/report-abuse**](http://www.nspcc.org.uk/what-you-can-do/report-abuse/)