



POLICY ON SAFEGUARDING CHILDREN

HSCB (Hertfordshire Safeguarding Children Board 01992 588757) supports families whose children are in need of safeguarding to promote their welfare and upbringing.

All staff, including volunteers and anyone working on behalf of the company, should be aware of possible indications of abuse or neglect and of the procedure for dealing with suspected cases.

We will Endeavour to safeguard children by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines and statutory requirements through detailed procedures
- Adopting a code of conduct for staff, parents and visitors
- Responding quickly and appropriately to all suspicions or allegations of abuse or issues relating to child welfare
- Working in partnership with parents, carers, families and children providing them with the opportunities to voice any concerns they may have
- Recruiting staff safely and ensuring all necessary checks are made
- Sharing information about child protection and good practice with parents and staff
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for all staff through induction, supervision, support and appropriate safeguarding training

If a child arrives with injuries the staff should:

- Ensure immediate medical attention is given, if necessary.
- If possible ask the parent/carer how the injuries occurred.
- Explanations, however puzzling, should be accepted and accusations should not be made.
- A written record, including diagrams, of observations and explanations given. Have a witness where possible. This recording of information is to ensure that reasonably full and clear information is obtained in order to be able to make appropriate referral to the HSCB department if necessary.
- If you suspect that the injuries have been caused by assault or by failure to protect the child you must tell your senior colleague. That person will then contact, without delay, the duty social worker at the social services department for the district in which the child resides, or the emergency duty team if out of hours.

SUSPICION OF ABUSE

If through conversation or other contact with the child you have cause to suspect physical, sexual or emotional abuse or neglect of a child in your care.

- Listen to what the child says. Be comforting and sympathetic ensuring the child feels as little responsibility as possible.
- It is particularly important not to make any suggestions to the child regarding how the incident may have happened, therefore do not question the child except to clarify what they are saying.
- Write down exactly what the child has said or what actions concern you, and what you have said in response. Sign and date all documentation.
- Do not make assumptions about who the allegation might concern. If a member of staff may be involved, appropriate action must be taken to ensure the safety of the child and other children. (See procedure)
- Once the child is referred, Children Schools and Families will make an assessment of the child's needs.

Reviewed By:



SUBSEQUENT ACTION

Following a referral, enquires will be undertaken by HSCB and possibly the police. Staff may be required to provide statements and attend an initial safeguarding conference.

CONFIDENTIALITY

All information will be kept confidential; however we have the right to share any information regarding safe guarding with other childcare professionals.

DESIGNATED SAFEGUARDING CO-ORDINATOR

All staff are responsible for the safeguarding of all children and receive relevant training. The designated person is responsible for ensuring that all staff access training and follow policy and procedure at all times. This person is Teresa Grandsen.

This policy had been produced in line with the Government publication Working together to Safeguard Children 2010 and the statutory safeguarding and welfare requirements set out in the Early Years Foundation Stage 2012

Also to be read with further policies in place:

Whistle blowing, E-Safety, Recruitment and Allegations made against a member of staff

POSSIBLE OR SUSPECTED CHILD ABUSE

If you have reason to suspect child abuse please follow these procedures

It is YOUR duty to report such incidents/concerns without delay to the Manager/Deputy or Teresa
If they are unavailable please follow this procedure because it is your duty of care to safeguard every child.

Telephone Children, Schools and Families on 0300 1234043

Or

Herts Police Child Protection and Investigation Unit on 0845 3300222

You will need to relay the following information, so have it to hand

Child's name and parents if different

Child's address

Child's date of birth

Doctors name and address, if known

Ethnic origin and religion

Language (parents and child's)

State if you have contacted Ofsted childcare inspector

You should make a record of the date and time of you call, and the name of the social worker taking the details.

You will find the forms -logging a concern and the red child protection form in the confidential folder kept in the locked cupboard.

Reviewed By: