

# Safeguarding Children Policy – Colyton Caterpillars

Reviewed July 2019

Designated officer - Kate Clode - Manager    Clare Male - Committee

Gemma Berry - Deputy Manager

OFSTED Tel: 0300 123 1231

MASH 0345 1551071

## 1 Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and in line with government publications: “Working Together to Safeguard Children” 2006, 2013 “Framework for the assessment of Children in Need and their families” 2000, “What to do if You are worried a Child is being Abused” 2003. The guidance reflects “Safeguarding Children and Safer Recruitment”.

Colyton Caterpillars takes seriously its responsibility to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within the setting to identify, assess, and support those children who are suffering harm.

Colyton Caterpillars recognises that all adults, including temporary staff <sup>1</sup>and volunteers have a full and active part to play in protecting children from harm, and that the child’s welfare is the paramount concern.

All staff believe that the setting should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

The aims of this policy:

- 1.1.1 To support the child’s development in ways that will foster security, confidence and independence.
- 1.1.2 To provide an environment in which children and young people feel safe, secure, valued and respected and feel confident and know how to, approach adults if they are in difficulties, believing they will be effectively listened to.
- 1.1.3 To raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 1.1.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure the provider contributes to assessments of need and support packages for those children.
- 1.1.5 To emphasise the need for good levels of communication between all members of staff.
- 1.1.6 To develop a structured procedure within the setting to be followed by all members of the setting in cases of suspected abuse.
- 1.1.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- 1.1.8 To ensure that all staff working within the setting who have access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check (according to guidance).

## 2 Safe Staff

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<sup>1</sup> Wherever the word staff is used it covers all staff on site including temporary staff, committee members, management and volunteers.

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2.1 Colyton Caterpillars will ensure that:

- 2.1.1 All members of staff understand and fulfil their responsibilities.
- 2.1.2 The setting has 2 designated officers for safeguarding who have undertaken the Level 3 vital skills.co.uk training
- 2.1.3 A *committee member/member of management* is designated the role of safeguarding and undertakes safeguarding awareness training in order to support the Designated Officer.
- 2.1.4 All members of staff are provided with child protection awareness at induction, including relevant safeguarding policy, so that they know who to discuss a concern with.
- 2.1.5 The *committee member/member of management*, where he or she is not the Designated Officer and all other staff have child protection awareness training, to be arranged by the Designated Officer every 3 years, to maintain their understanding of the signs and indicators of abuse.
- 2.1.6 All members of staff, volunteers and management know how to respond to a child who discloses abuse through delivery of the awareness raising booklet “What to do if you are worried a child is being abused”.
- 2.1.7 All parents and or carers are made aware of the responsibility of staff members with regards to child protection procedures through publication of the Safeguarding Policy.
- 2.1.8 Allegations against adults working in the setting of a child protection type are referred to the Local Authority Designated Officer (LADO)<sup>2</sup> for advice and that any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority (ISA)<sup>3</sup> for consideration for barring, following resignation, dismissal or when they cease to be used as a volunteer.

2.2 Procedures will be regularly reviewed and updated.

2.3 The name of the Designated Officer for Safeguarding will be clearly advertised in the setting.

2.4 All new members of staff will be given a copy of the Safeguarding Policy with the Designated Officer’s name clearly displayed, as part of their induction.

## 3 Responsibilities

3.1 The Designated Officer is responsible for:

- 3.1.1 Referring a child if there are concerns about possible abuse, to the Children and Young People Services (CYPS) Social Care and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call.

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<sup>2</sup>LADO can be approached by contacting the Referral Co-ordinator on 01392 386013  
For advice for from the Early Years and Childcare Service contact the following individuals:

Senior District Co-ordinator Exeter, East and Mid Devon - 01392 385394

Registration and Inspection Support Team Manager – 01392 385533

<sup>3</sup> Contact the Local Authority Designated Officer ( LADO) for guidance in any case

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- 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- 3.1.3 Ensuring that all such records are kept confidential and securely, separate from a child's records.
- 3.1.4 Liaising with other agencies and professionals.
- 3.1.5 Ensuring that they or a nominated member of staff, for example the child's Key Person, attends case conferences, or other multi-agency planning meetings, contributes to assessments and provides a report which has been shared with the parents.
- 3.1.6 Ensuring that any child currently with a child protection plan who is absent without explanation is referred to their Social Worker, Social Care Team.
- 3.1.7 Organising Safeguarding Awareness Training and update training every 3 years, for all staff.
- 3.1.8 Providing with the management an annual report for the setting detailing any changes to the policy and procedures; training undertaken by the Designated Officer, and by all staff and number and type of incidents/cases.

## 4 Supporting Children

- 4.1 Staff recognise that a child who is abused or witness's violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.
- 4.2 Staff recognise that the setting may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3 Staff accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4 The setting will support all children by:
  - 4.4.1 Encouraging self-esteem and self-assertiveness, through the daily activities as well as relationships, whilst not condoning aggression or bullying.
  - 4.4.2 Promoting a caring, safe and positive environment within the setting.
  - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - 4.4.4 Notifying Social Care as soon as there is significant concern.

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- 4.4.5 Providing continuing support to a child about whom there have been concerns; who leaves the setting; by ensuring that appropriate information is copied under confidential cover to Children and Young People's Services-Social Care.

## 5 Confidentiality

- 5.1 Staff recognise that all matters relating to safeguarding are confidential.
- 5.2 The Designated Officer will disclose any information about a child to other members of staff on a need to know basis only.<sup>4</sup>
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety and wellbeing.
- 5.5 The setting undertakes to share an intention to refer a child to Social Care with their parents/carers unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, the provider or Designated Officer will consult with Social Care at Children and Young People's Services.

## 6 Supporting Staff

- 6.1 The setting recognises that staff working in the setting who have become involved with a child who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 The setting will support such staff by providing an opportunity to talk through their anxieties with the Designated Officer and seek further support as appropriate.

## 7 Allegations against staff

- 7.1 All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 7.2 Guidance about conduct and safe practice will be given at induction. Useful guidance can be found at [www.devon.gov.uk/docbank](http://www.devon.gov.uk/docbank).

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<sup>4</sup> Guidance about sharing information can be found in the booklet "What to do if You are Worried a Child is being Abused" DoH 2003. [www.doh.gov.uk](http://www.doh.gov.uk) and *Information Sharing: Guidance for practitioners and managers* and in the handy *Information Sharing: Pocket guide*, available on the [Every Child Matters website](http://Every Child Matters website).

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- 7.3 The setting understands that a child and or parent may make an allegation against a member of staff.
- 7.4 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or being made aware of the information, will immediately inform the Designated Officer or management.
- 7.5 The management on all such occasions will discuss the content of the allegation with the duty Local Authority Designated Officer (LADO). This will be followed up by notification to Ofsted the same day.
- 7.6 If the allegation made to a member of staff concerns the manager/owner/committee, the person receiving the allegation will immediately inform another senior member of the committee/management or the Local Authority Designated Officer (LADO) directly.
- 7.7 The setting will follow the procedures set out in its policy for managing allegations against its staff.
- 7.8 Suspension of the member of staff against whom an allegation has been made needs careful consideration and the management will seek the advice of the LADO. The member of staff against whom an allegation has been made will not be informed about the allegation until advice has been sort from the LADO so as not to impede a criminal investigation.

## 8 Whistle-blowing

- 8.1 Staff recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the setting, they should speak in the first instance, to the LADO following the whistle-blowing policy.<sup>5</sup>

## Physical Intervention

- 8.3 The setting's approach on physical intervention by staff follows the guidance set out in the Statutory Framework for the Early Years Foundation Stage (page 23). This acknowledges that staff must only ever use physical intervention as a last resort, when a child is endangering himself / herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 8.4 Such events should be recorded as an incident and signed by a witness.

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<sup>5</sup> [Safeguarding children: Ofsted's whistleblower hotline](#)

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8.5 Staff should receive appropriate behaviour management training.

8.6 The setting understands that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## 9 Bullying

9.1 The setting needs to have clear procedures to follow in incidences of bullying

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning alongside their peers. We aim to work towards a happy setting environment where children can develop an understanding of other children's needs and views.

In order to achieve this:

1. Rules are explained to children through discussion and role play.
2. All adults will provide a positive model for the children with regard to friendliness, care and courtesy, staff must be aware that their behaviour and body language could have a negative impact on the children in the setting.
3. Adults in the childcare setting will praise positive behaviour such as kindness and willingness to share.
4. We take positive steps to avoid a situation in which children receive adult attention only in return for inappropriate behaviour.
5. Corporal punishment must not be used in any situation or physical restraint, where danger may come to a child, physical restraint may be needed to protect the child's welfare.
6. Where comments of racial or other discrimination takes place, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame, using many tools such as visual timetables and puppets.
7. In any case of unacceptable behaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome. Where repeated unacceptable behaviour is displayed continually, A behaviour plans will be put in place to monitor child and have continuity in actions through staff members.
8. Adults will use calm positive language.
9. Adults in the childcare setting will make themselves aware of and respect a range of cultural expectations regarding interactions between people.
10. Any behaviour problems will be handled in a way appropriate to their level of development, respecting individual children's level of understanding.
11. Recurring problems will be tackled by the whole childcare setting, in partnership with the child's parents, using objective observation records to establish an understanding of the cause, and in some cases seeking advice from outside agencies.

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12. We attend training courses on behaviour management.

13. The setting has a clear, simple and age appropriate strategy for dealing with undesirable behaviour that all staff use to promote continuity and fairness.

## 10 Prevention

10.1 Staff recognise that the setting plays a significant part in the prevention of harm to the children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

10.2 The setting will therefore:

10.2.1 Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

10.2.2 Ensure that all children know there is an adult in the setting whom they can approach if they are worried or in difficulty; for example; a key worker.

10.2.3 The setting has a comprehensive mobile phone and social networking policy to protect staff against allegation.

## 11 Health and Safety

11.1 The setting's Health and Safety policy, set out in a separate document, reflects the consideration given to the protection of the children who attend this provision, both physically within the setting environment and for example in relation to internet use, and when away from the setting when undertaking trips and visits.

Appendix: On arrival any child presenting with an injury, Parents will be asked to complete an accident form, these will be filled out and reviewed half termly and a copy given to Parents.

These incidents will be recorded in incident book and what action was taken:

- Burglary or an intruder gaining unauthorised access to the premises.
- Fire, flood, gas leak or electrical failure.
- Attack on staff or parents on or near the premises.
- Any racist incident involving staff or family on the premises.
- Death of a child.
- A terrorist attack or threat.

*This policy was adopted at a meeting of the setting on (date).....*

*Signed on behalf of the setting.....*