



Policy Document

1.2

Safeguarding children and child protection

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

Important Contact Details

Local authority children's social care team & Local Authority referral team and Local Authority Designated Officer (LADO) via Multi-Agency Safeguarding Hub (MASH) on 020 8359 4066

Local Authority Out of Hours Team 020 8359 2000.

Ofsted 0300 123 1231

Emergency police 999

Non-emergency police 101

Government helpline for extremism concerns 020 7340 7264

Policy statement

Woodside Gan will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on the three key commitments of the Children's Centre Safeguarding Children Policy.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Children's Centre Safeguarding Children Policy.

Key commitment 1

Woodside Gan 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 Safeguarding Lead is Laurence Werjuka.
- We ensure all staff are trained to understand our safeguarding policies and procedures and parents are made aware of them too.
- All staff will have an up-to-date knowledge of safeguarding issues
- Our safeguarding policy works in hand with our Safer Recruitment Policy
- We provide adequate and appropriate staffing resources to meet the needs of children
- Applicants for posts within the provision 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 Services (DBS) before posts can be confirmed
- 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 Services (DBS) checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the provision or has access to the children

- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number
 - the date the disclosure was obtained
 - details of who obtained it.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us)
- Volunteers do not work unsupervised (unless full vetting has taken place)
- We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led 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 provision so that no unauthorised person has unsupervised access to the children
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

Key commitment 2

Woodside Gan is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG March 2015).

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, child-on-child abuse as well as neglect
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour
 - deterioration in their general well-being
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure)
 - changes in their appearance, their behaviour, or their play
 - unexplained bruising, marks or signs of possible abuse or neglect
 - any reason to suspect neglect or abuse outside the setting.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability
- We are aware of other factors that affect children's vulnerability such as abuse of disabled children, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children such as through internet abuse and Female Genital Mutilation that may affect or may have affected children and young people using our provision
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young

children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with

- Where we believe a child in our care or known to us may be affected by any of these factors, we follow the procedure for reporting child protection concerns
- 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 member of staff who is acting as the 'designated person'. The information is stored on the child's personal file
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation

NB In some cases this may mean the police or another agency identified by the Local Authority Safeguarding Children's Board.

- We take care not to influence the outcome either through the way we speak to children or by asking questions of children
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

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
 - ✓ 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
- The manager acting as the Designated Person is informed of the issue at the earliest opportunity

Making a referral to the local authority social care team

Where appropriate, the Designated Person will make a referral to the Local Authority Children's Board.

Informing Parents

Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events unless we feel this may put the child in greater danger.

- We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Children's Board does not allow this, for example, where it is believed that the child may be placed in greater danger
- This will usually be the case where the parent is the likely abuser. In these cases, the social workers will inform parents.

Liaison with other agencies

We work within the Local Authority Safeguarding Children Board guidelines:

- We have the current version of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, 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 well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the provision, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse
- We respond to any inappropriate behaviour displayed by members of staff, or any other person working with the children, which includes:
 - inappropriate sexual comments
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities
 - inappropriate sharing of images.
- We follow the guidance of the Local Authority Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the provision, or anyone living or working on the premises occupied by the setting, has abused a child
- 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 and what measures we have taken. We are aware that it is an offence not to do this
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police
- Where the management team and children's social care agree it is appropriate in the circumstances, the chair/director/owner 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.

Disciplinary action

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service (DBS) of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with these groups.

Key commitment 3

Woodside Gan is committed to promoting awareness of child abuse issues. 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 also ensure that designated persons receive training in accordance with that recommended by the Local Authority Children's Board. Finally, we ensure that all staff know the procedures for reporting and recording their concerns in the setting.

E-Safety, which encompasses Internet technologies and electronic communications, will educate both pupils and staff about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

Planning

The layout of the setting 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. Within the setting, we aim to create 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 and 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 Local Authority Children's Board.

Support to families

We believe in building trusting and supportive relationships with families, staff and volunteers in the group and 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 Local Authority Children's Board.

Legal framework

Primary legislation

- *Children Act (1989 s47)*
- *Protection of Children Act (1999)*
- *Data Protection Act (2018)*
- *The Children Act (Every Child Matters) (2004)*
- *Safeguarding Vulnerable Groups Act (2006)*

Secondary legislation

- *Sexual Offences Act (2003)*
- *Criminal Justice and Court Services Act (2000)*
- *Equalities Act (2010)*
- *The General Data Protection Regulation (2016)*

Further Guidance

- *Keeping Children Safe In Education (2024)*
- *Working Together to Safeguard Children (July 2023)*
- *What to do if you are Worried a Child is Being Abused (HMG 2015)*
- *Framework for the Assessment of Children in Need and their Families (DoH 2000)*
- *The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)*
- *Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)*
- *Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (July 2018)*
- *Disclosure and Barring Service*

Policy Reviewed September 2024

Next Review September 2025