



Safeguarding Children Policy

This policy highlights the procedures to be followed to safeguard the children in our care and also demonstrates how St Paul's Childcare adheres to the Local Safeguarding of Children Board's guidelines for Safeguarding children.

This Safeguarding Policy must be read in conjunction with a range of other welfare policies. These include Behaviour Management, Intimate care, Use of Mobile Phone and Cameras, Health and Safety, Medication, Security, E Safety and Collection of Children. All our policies are available to parents on request.

Staff have an individual copy sent to them electronically and are asked to sign a register to say they have read the policy.

What is Safeguarding?

Safeguarding is:

"Protecting children from mal-treatment

Preventing impairment of health or development

Ensuring children grow up in circumstances consistent with the provision of safe and effective care

Enabling children to have optimum life chances in adulthood"

What is Child Protection?

Child Protection is *"A part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or likely to suffer, significant harm."*

Working together to Safeguard Children 2015

Safeguarding and Protecting Children at St. Paul's Childcare

Our organisation's Designated Safeguarding Lead (DSL) is currently Sally Clayton, Childcare Manager. In her absence please refer any issues to either of the Deputy DSLs who are Clare Riddell (Nursery) and Ade Ball (Out of Hours care). All three of these staff members have received the same level of training and we endeavour to make sure that at least one is available at any time during the opening hours of the setting.

The role of the Designated Safeguarding Lead is to:

- As a Senior Leadership Team member, manage referrals, including keeping detailed records on both referrals and concerns
- Refer all cases of suspected abuse to children's social care – MASH / LADO
- Liaise and co-operate with police regarding ongoing section 47 investigations or where a crime has been committed
- Receive training every 2 years
- Support and advise staff on all matters of safeguarding
- Provide a link with local LSCB and ensure that all staff are aware of any changes made at a local level

- Understand how the assessment process works to support children ensuring early help and/or intervention
- Encourage a culture of listening to children to take account of their wishes and views
- Ensure that the Safeguarding policy is reviewed annually and procedures updated and implemented when necessary in line with governing bodies
- Ensure that the Safeguarding policy is available publicly and that parents are aware of how and why a referral may be made
- Ensure that all staff are adequately trained and that their knowledge is updated on an annual basis – including Part 1 of Keeping Children Safe in Education (2016) and the Herefordshire Levels of Need Threshold - A Guide to Professional Judgement.
- Notify OFSTED and the local child protection agencies of any serious accident or injury to, or the death of, any child while in their care. This will be done as soon as reasonably practicable within 14 days of the incident occurring
- Undertake PREVENT awareness training (eg WRAP) and take role of PREVENT Single Point of Contact (SPOC)
- Refer cases of concern regarding radicalisation to the Channel Programme and support other staff members who do the same

Our organisation intends to create, at all times, an environment in which children are safe from abuse or harm and to which any suspicion of abuse is promptly and appropriately responded. Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. We aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

At St. Paul’s Childcare, we share a culture where every member of staff (including volunteers) recognise that they have a key role in the prevention of harm, early identification, intervention and support for children at risk of significant harm. New staff/volunteers/students will read and sign to say they have read the policy as part of their induction process.

What happens if a staff member / volunteer / student is concerned?

Our organisation adheres to and follows Government guidance provided, “**Working Together to Safeguard Children 2015**” (a paper copy held in the main safeguarding file in upstairs office or digitally https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf).

This requires every Local Safeguarding Children Board (LSCB) to publish a threshold document. Accordingly we therefore follow “**Herefordshire Levels of Need and Threshold**” (**A Guide to support professional judgement**) and a copy of this document is available in any one of the 3 Safeguarding files situated in the upstairs office, downstairs office and Victorian Hall classroom.

We follow procedures as recommended by the Government guidance “**What to do if you’re worried a child is being abused**” 2015. This booklet can be found in each Safeguarding folder. Should a staff member have concerns they are asked to fill out a ‘**Report of Concern**’ form and hand it directly to the DSL or Deputy DSL. Blank digital copies of these forms are sent to the staff individually and paper copies can be found at the back of the Safeguarding folder. Filled in forms are kept locked in the filing cabinet in the office upstairs and immediate action is taken into investigation of the concern by the DSL, with referral to the MASH if required. Strict confidentiality will be preserved but it may be necessary to involve outside consultancies.

We will share information with other professionals and agencies when required and concerns on children are always passed on to new 'key people', nurseries and schools.

We recognise that since April 2017, the Herefordshire Safeguarding Children Board follows procedures and policies set by West Midlands Safeguarding Children team, a consortium of 10 local boards across the region. Procedure regarding Statutory Child Protection, Regional and Local Area Specific Safeguarding information can be found at <http://westmidlands.procedures.org.uk/>

Awareness of Safeguarding with our setting

The children's needs are paramount, but in addition to this premise, the staff will constantly make efforts to ensure that supportive and empathic relationships with families and carers are built up and maintained. Any cases of child abuse or concern must be reported to OFSTED.

Our staff are aware that a child suffering from abuse or neglect may demonstrate their pain and unhappiness through changes in behaviour or play, and / or may show a "failure to thrive". Under these circumstances staff members know to keep the situation under constant review and remain vigilant, recording information and liaising with the DSL.

The physical structure of the organisation's building ensures constant supervision of all children at all times is easily attained.

Children are encouraged to develop self-confidence and self-esteem by being allowed many opportunities to discuss and express their feelings with staff members, have their viewpoints valued and be listened to carefully and with empathy.

Should a child confide directly to a member of staff about an abusive situation, the staff member will offer reassurance and listen carefully; will give assurances that action will be taken immediately and will not question the child's story nor make judgements of, nor suggestions to, the child. The staff member will try to ensure that the child feels as little responsibility as possible. The member of staff will write down all the details on a "Report of Concern" form and the staff member and a witness will then sign and date the paper, noting that discussion with the child has taken place. The DSL will then contact the Herefordshire Multi- Agency safeguarding Hub (our single point of referral) and the referral will be considered and investigated as necessary. Where possible the DSL and staff member reporting the concern will be involved in the process as it progresses.

A 'key person' is assigned to a child / family to ensure that happy and secure relationships are engendered between themselves and their key children; encouraging a feeling of safety and protection in the child and a secure knowledge of who to turn to if a problem arises.

What might happen next?

Any safeguarding concerns will be investigated by following the guidance set out in Herefordshire Levels of Need and Threshold" (A Guide to Support Professional Judgement). These highlight 4 levels of concern:-

Level 1(Initial) concerns will be dealt with through discussions with parents/carers. If it is considered that further support is needed the nursery will follow the "West Midlands Inter Agency Procedures and Protocols for Safeguarding" code of practice. This procedure is accessible at www.westmidlands.procedures.org.uk

If it is decided that the concerns meet the threshold for **Level 2 Relevant Agency Intervention**, a Pre-Assessment Checklist will be undertaken and the implementation of “Common Assessment Framework” (CAF) model will be considered. This will only be done with the consent of the child’s parents/ carers. Advice will be sought if desirable, and/or required, from the local CAF support team. They can be contacted on 01432 260261.

If it is decided that there are multiple needs and that a more co-ordinated approach would be beneficial then a **Level 3 Multiple Agency Intervention** approach will be adopted.

A **Level 4 Immediate Intervention or Assessment** will require the involvement of MASH (Multi Agency Safeguarding Hub).

At any time advice may be sought from either, or both, MASH (Multi Agency Safeguarding Hub) at the Local Authority, who can be contacted on 01432 260800 (Out of hours 01905 768020) or the Herefordshire Council Authority Designated Officer (LADO) on 01432 260554

Safer Recruitment

All paid and unpaid staff, including frequent volunteers are required to undergo a Disclosure and Barring Service (DBS) check enhanced disclosure. We currently use Hoople for this service. Work experience adults and those who are not frequent volunteers will be asked to read this safeguarding policy and a risk assessment may be carried out. No adults will be allowed lone contact with children unless they have successfully undergone a DBS check.

Staff are aware that **they must notify the Manager if there are any changes to their personal circumstances which may impact upon their continued employment.** This includes “Disqualification by Association.”

All staff appointments are subject to a probationary period of one school term. At least one interviewer on an employment panel must have completed a ‘Safer Recruitment’ training course, ideally NSPCC accredited. New staff members must declare if they have at any point lived or worked outside the UK and references will be required and evidence of the ‘Right to work’ within the UK will be noted.

All information will be held on the setting’s Single Central Record (SCR), which is monitored and updated as necessary by the DSL.

As a Safeguarding Code of Conduct we will adhere to the “Guidance for Safer Working Practice for those working with children and young people in education settings” October 2015, published by the Safer Recruitment Consortium. Again copies are found in the Safeguarding files and a digital copy available at <https://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf> Staff will be asked to read this and also consider the areas relevant to their employment within an Early Years setting.

All staff members are to continually develop their awareness of the need for safeguarding children and of child protection and their responsibilities in identifying abuse, through accessing training and support given by the designated officers on an annual basis.

Procedure for Allegations made against a member of staff, student or volunteer

A “whistle blowing” policy exists and staff are aware of what to do if they have any concerns about any member of staff.

Should a volunteer or member of staff be accused of any form of child abuse, the procedure adopted will follow the policy and procedure document produced by Herefordshire Council entitled “**Managing Allegations against professionals.**” This procedure is also accessible through the home page on the Herefordshire Council safeguarding website.

Should the allegation be made against the DSL, the procedure will be overseen by any of the deputy designated members of staff who will follow the procedure laid down above.

How do we assess our commitment to Safeguarding and Child Protection at St. Paul’s Childcare?

Collectively the DSL and deputy DSLs will use the HSCB Safeguarding Checklist as a self reflective audit and act as necessary.

Useful Contact Details

County Council

Children’s Wellbeing
Plough Lane,
Hereford
HR4 0LE

Tel: 01432 26080

www.herefordshire.go.uk

Head of Looked After Children (LAC)

Children’s Wellbeing Directorate

Looked After Children Team

Tel: 01432 383738

Safeguarding and Review

Tel: 014329 261708

Children with Disabilities Team

Team Manager, Children with Disabilities Team

Children’s Wellbeing

Tel: 01432 260859

Children's Services Managers

Head of Fieldwork

Tel: 01432 383682

Designated Person for Child Deaths

Dr Simon Meyrick
Hereford County Hospital
Stonebow Road,
Hereford HR1 2ER

Email: Simon.Meyrick@wvt.nhs.uk

Drug and Alcohol Services (Addaction)

Drug and Alcohol Services, Adults and Children (Addaction)

Tel: 01432 802487

website: www.addaction.org.uk

Domestic Abuse Helpline

Tel: 0800 980 3331

Early Years and Childcare

Lead Consultant, Early Years

Children's Wellbeing
Plough Lane,
Hereford
HR4 0LE

Tel: 01432 260844

Emergency Duty Team

Tel: 01905 768020

Week days after 5pm

Friday 4.30pm – Monday 9am

Fostering and Adoption Teams

Team Manager – Fostering Team

Tel: 01432 383477

Service Manager – Adoption Team

Tel: 01432 383432

Hospitals

Herefordshire County Hospital

Stonebow Road
Hereford

Tel: 01432 355444

Local Authority Designated Officer (LADO)

Paul Rooney

lado@herefordshire.gcsx.gov.uk

Tel: 01432 260680

MAPPA (Multi-Agency Public Protection Arrangements)

MAPPA (Co-ordinators) (through the West Mercia Community Rehabilitation Company)

West Mercia CRC
Elgar House
Shrub Hill
Worcester
WR4 9EE

Tel: 01905 677100 (Head Office)

Tel: 01905 677101 (Operational /Offender Management Team)

Multi-Agency Safeguarding Hub (MASH)

Nelson House
Whitecross Road
Hereford
HR4 0DG

Tel: 01432 260800

email: MashTeamAdmin@herefordshire.gov.uk

Secure email: cypd@herefordshire.gcsx.gov.uk

Missing Children - Children Missing from Education Officer

Diane Woodridge

Children's Wellbeing
Nelson House

Whitecross Road
HR4 0DG

Tel: 01432 261831

NSPCC

NSPCC Helpline: 0808 800 5000

Rape & Sexual Assault Centre

Worcester - **Tel:** 01905 724514

Hereford - **Tel:** 01432 344777

SENDIASS

SEND Information, Advice and Support Service (SENDIASS)

(formerly Parent Partnership Service)

Monday to Friday 9am - 4.30pm

Tel: 01432 260955

Email: sendias@herefordshire.gov.uk

Address:

Herefordshire SENDIAS,
Franklin House,
4 Commercial Road,
Hereford
HR1 2BB

Police

Our Local Community Support Officer is

John Mackie 07773053591

West Mercia Police

Non-emergency Tel: 0300 333 30000 or 101

Emergency Tel: 999

PO Box 55,
Worcester
WR3 8SP

Website [www. Westmercia.police.uk](http://www.Westmercia.police.uk)

Clinical Commissioning Group

Herefordshire NHS CCG

St Owens Chambers
22 St Owens Street
Hereford
HR1 2PL

Tel: 01432 261618

Email: enquiries@herefordshireccg.nhs.uk

Probation Provider

MAPPA (Co-ordinators) (through the West Mercia Community Rehabilitation Company)
West Mercia CRC
Elgar House
Shrub Hill
Worcester
WR4 9EE

Tel: 01905 677100 (Head Office)

Tel: 01905 677101 (Operational /Offender Management Team)

Safeguarding Children Board

Herefordshire Council
Plough Lane
Hereford
HR4 0LE

Tel: 01432 260100

Email: admin.hscb@herefordshire.gov.uk

Sally Halls, Chair

Independent Chair HSCB
Children's Wellbeing
Plough Lane
Hereford
HR4 0LE

Tel: 01432 260100

Email: admin.hscb@herefordshire.gov.uk

Safeguarding Board Learning and Development Officers

Plough Lane

Hereford

HR4 OLE

Tel: 01432 260100

Email: admin.hscb@herefordshire.gov.uk

OFSTED 0300 123 1231

Review date : Oct 2018

Next review date: Oct 2019

Signed: