

Safeguarding Children Procedure



- (Setting Name) is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to and will work within the guidelines laid down by the Local Safeguarding Children Board and current government guidance 'What to do if you are worried a child is being abused- Summary' (DCSF publication)
- All staff will be aware of their responsibility as early years practitioners to share any concerns they have about a child with the designated named person. If a staff member feels that their concern is not being taken seriously they have every right to share their concerns with the Lincolnshire Safeguarding Children Board customer services unit or the Police without affecting their terms of employment (See Whistle Blowing policy).
- Staff members also have the right to share concerns *directly* with the Lincolnshire Safeguarding Children Board Customer Services Centre (Tel. 01522 782111 or Out of Hours 01522 782333) or the police if they feel this is appropriate.
- All staff will be aware of possible indicators of child abuse and procedures for recording and reporting through staff training, both internal and external.
- All parent/carers will be provided with a copy of the Setting's Safeguarding policy and procedure and made aware of the fact that (Setting name) has a legal obligation to safeguard and promote the welfare of the children in their care, and that the child's needs will be our first concern.

Records will be kept as appropriate.

Whenever concerns are raised or worrying changes are observed in a child's behaviour, physical condition or appearance, a specific record will be set up. All concerns will remain confidential and shared on a need to know basis and the guidance set by the Local Safeguarding Children's Board will be followed.

Where a disclosure is made:

- Reassurance will be given to the child.
- The child will be listened to.
- The child will not be questioned.
- Promises will not be made to the child regarding sharing any of the information made in the disclosure.
- The designated person with responsibility for safeguarding children will be informed immediately and procedures followed under the guidance of the Local Safeguarding Children's Board.
- A referral to Children's Services on 01522 782111 will be made without delay.

Records will be made to include:

- The child's name, full address, date of birth.
- Date and time of the disclosure/observation.
- Exact record of disclosure (in child's own words).
- Name of person to whom disclosure was made.
- Name of any third party present.
- Records will be kept separately and securely from the child's main records with limited access
- CAF form, completed (as far as possible with all information) signed and sent to the relevant Officer (Children's Services will advise on this) within 24 hours of the telephone referral.

NB: Failure by the Staff and Management team to follow the above procedures will be taken very seriously and deemed as gross misconduct which could possibly result in the revoking of their contract with immediate effect. (See Disciplinary procedure).

Where an allegation is made against a staff member:

- The setting will cooperate fully with any enquiry.
- Detailed records will be taken.
- The setting's disciplinary procedure will be followed where necessary.
- Ofsted and LSCB will be informed.

5.2 Procedures for dealing with allegations against staff

All organisations must have in place procedures for dealing with allegations made against any adults. This will show your organisation is taking its safeguarding concerns seriously. Procedures for dealing with allegations against staff should comply with Lincolnshire Safeguarding Board Policies.

If you receive an allegation against a member of staff who works with children that causes concern that they have:

- *Behaved in a way that has harmed a child, or may have harmed a child.*
- *Possibly committed a criminal offence against or related to a child; or,*
- *Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children..*

You will need to contact the Local Authority Designated Officer for managing allegations through the Local Safeguarding Children's Board Customer Services Centre (Tel. 01522 782111 or Out of Hours 01522 782333).

Suspension should not be an automatic response to an allegation, however, organisations will need to consider the seriousness and plausibility of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and your organisation.

Supporting families:

- We acknowledge that parents will be the first point of contact and they will be informed of any suspicions **unless** this is deemed likely to put a child at risk.
- We will follow the guidelines laid down by the area Safeguarding Children's Board.
- The setting, through the Safeguarding Children policy will inform parents of their role and responsibility regarding safeguarding children.
- The setting will continue to welcome children and work with parents throughout any investigation.

This policy has been adopted by (setting name)

Signed on behalf of the setting by:

.....
Chair person/Owner (delete as appropriate)

.....*Secretary/manager (delete as appropriate)*

Date:

Review Date:

SAMPLE