

## Puddle Ducks

### Safeguarding Policy and Child Protection Policy

A Safeguarding and Child Protection Policy that follows the 'Safeguarding Children in Education guidance April 2008' format.

Our setting fully recognises the contribution it makes to child protection.

There are three main elements to our policy:-

1. Prevention through the teaching and pastoral support offered to children;
2. Procedures for identifying and reporting cases, or suspected cases of abuse. Because of our day to day contact with children setting staff are well placed to observe the outward signs of abuse;
3. Support to those children who may have been abused.

This policy applies to all staff, parents and volunteers working in the setting and its management. It is recognised by this setting that all staff that come into contact with children can often be the first point of disclosure for a child. This first point of contact is an important part of the child protection process and it is essential that all staffs are aware of and implement the setting procedures as noted in this policy.

### Prevention

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to safeguard children at our setting.

The setting will therefore:-

1. Establish and maintain an ethos where children feel secure and safe, are encouraged to talk and share their concerns and will always be listened to.
2. Ensure that children know that all adults in this setting can be approached if they are worried or concerned about matters that concern them or their siblings or friends.
3. Include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know that they can turn to staff for help;

4. Include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

## Procedures

At this setting we will follow the All Wales Child Protection Procedures (April 2008) and other guidance and protocols that have been endorsed and agreed by the South East Wales Safeguarding Children Board.

The setting will:-

1. Ensure it has a named designated senior member of staff who has undertaken the appropriate training in line with agreed national and local requirements. Puddle Ducks will also nominate a named deputy who will be the central contact in times when the designated person is absent. In the unlikely event that both are absent or unavailable the most senior person will act as a contact point for other staff. All the names can be found on the policy, on our notice board and visitor lanyards.
2. Recognise the role of designated person and arrange support and training. The setting will look to the SEWSCB and in particular the local authority's Designated Officer for Safeguarding in Education for guidance and support in all child protection matters in assisting the setting's designated person.
3. Ensure that all members of staff, including permanent, part time and adult volunteers, along with every governor knows:-
  - The name and contact details of both the designated and deputy person responsible for child protection;
  - That it is the named designated person and/or their deputy who have the responsibility for making child protection referrals within timescales, by completing the agreed multi-agency form.
  - That the designated person and deputy will seek advice from the Designated Officer and or Social Services Duty and Assessment Team if necessary when a referral is being considered; if in doubt a referral must be sent.
4. Ensure that all members of staff are aware of the need to be alert to signs of abuse and know how to respond to the child who may disclose abuse. That all members of staff will be offered and expected to attend appropriate training and updates as arranged by the setting.

5. Ensure that parents have a clear understanding of the responsibility placed on the setting and its staffs for child protection by setting out their obligations in the setting prospectus and other forms of communications. In particular, there is a clear obligation that 'the welfare of the child is paramount' and in some circumstances this may mean that the parents are not initially informed of a referral made by the setting. This circumstance is in line with All Wales Child Protection Procedures guidance.
6. Provide training for all staff so that they:-
  - i) Understand their personal responsibility;
  - ii) Are cognisant of agreed local procedures
  - iii) Understand the need to be vigilant in identifying suspected cases of abuse;
  - iv) Know how to support a child who discloses abuse, particularly the do's and don'ts.
7. Notify Social Services if:-
  - A looked after child or a child on the child protection register is excluded either for a fixed term or permanently;
  - There is an unexplained absence of a looked after child or a child on the child protection register of more than two days duration from setting (or one day following a weekend)
8. Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial and review child protection conferences and core groups and support these with the submission of written reports.
9. Keep written records of concerns about children (noting date, event and action taken), even where there is no need to refer the matter to agencies responsible for formal investigation.
10. Ensure that all records and files are kept secure and in locked locations. The designated person is responsible for the security, compilation and storage of all records and should be able to access and produce them in times of need. It is the responsibility of the designated person to ensure that any transfer of records is conducted sensitively and securely.
11. Adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 Staff Disciplinary Procedures in Settings.
12. Ensure that all recruitment and selection procedures follow all national and local guidance. The setting will seek advice and guidance

from the local authority's Human Resources Department on recruitment and selection.

13. The designated officer for child protection will champion and oversee the setting's child protection policy and practice. This designated officer will feed back to the Committee on child protection matters as and when required.

### **Supporting the child at Risk**

At Puddle Ducks we recognise that children who are at risk, suffer abuse or witness violence are often affected by these in adverse ways, some may be deeply troubled by these events.

At Puddle Ducks may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless when at setting due to these adverse factors their behaviour may be challenging and defiant or they may be withdrawn. At Puddle Ducks we will endeavour to be patient and supportive to the children at risk.

The setting will endeavour to support the child through:-

1. The content of the curriculum to encourage self-esteem and self-motivation (see section 2 of this policy on Prevention);
2. The setting ethos which:-
  - i) Promotes a positive, supportive and secure environment; and
  - ii) Gives child a sense of being valued (see section 2 on Prevention);
3. The setting's behaviour policy is aimed at supporting vulnerable children in the setting. All staff will follow a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the child's sense of self-worth. The setting will express and explain to all children that some behaviour is unacceptable, (Shared with parents via setting brochures and other points of communication) but each individual is valued and not to be blamed for any abuse which has occurred. Staff should read the setting's Behaviour Policy in conjunction with this and other named policies noted in this policy.
4. Liaison with other agencies who support the student such as Social services, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service and others;
5. Keeping records and notifying Social Services if there is a recurrence of a concern with the individual.

6. Making a JAFF referral when co-ordinated support would benefit the child and family.

4.4 When a child on the child protection register leaves, we will transfer the sensitive information to the new setting immediately (Using the agreed policy and procedures for the 'Transfer of Sensitive Information' and the designated person will be central to this process) and if not already done, to inform Social Services of the move.

## **Behaviour**

Puddle Ducks has a behaviour policy which clearly states our values and expectations. This is a separate policy which is reviewed on a regular basis by the managers and can be located in the policy file and fed back to the staff at staff meetings of any changes and they sign to say they have read and understood.

## **Bullying**

Puddle Ducks policy on Bullying has been set out in the setting's behaviour policy. This policy can be located in the policy file and parents notice board.

## **Physical Intervention**

Puddle Ducks policy on physical intervention has been set out in the setting's behaviour policy. This policy can be located the policy file and on the parents notice board.

## **Children with Additional Learning Needs (ALN)**

Puddle Ducks recognises that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. Setting staff who deal with children who have profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse. Puddle Ducks policy on ALN can be located in the policy folder and the parents notice board. We also have ALN co coordinator.

## **Information for all staff**

What to do if you suspect or if a child tells you they have been abused by someone other than a member of staff.

All staff should be aware that they can raise concerns through the MCC's Whistle Blowing Policy.

If an allegation of abuse is made against a member of staff this must be reported to the **Designated Person for Safeguarding and Child Protection**.

If the concern is about the **Designated Officer this must be reported to the Monmouthshire CC Lead Safeguarding officer (Heather Heaney)**. If in doubt you can contact the MCC Designated Officer for Safeguarding in Education for guidance and advice.

A child may confide in any member of staff.

Staff to whom an allegation is made should remember:-

- Yours is a listening role, do not interrupt the child when they are freely recalling events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so not to lead the child;
- You must report orally to the setting's **Designated Person for Child Protection or their Deputy** in their absence immediately to inform them of what has been disclosed. In the unlikelyhood of both being absent this must be reported to **Heather Heaney, MCC Lead Officer for Safeguarding**;
- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the setting's designated person for child protection. The note which should be clear in its use of terminology should record the time, date, place, and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. This note will in most cases be the only written record of what has been disclosed and as it records the initial disclosure from the child it is an important one in the child protection process. Remember, your note of the discussion may be used in any subsequent formal investigation and or court proceedings. It is advised that you retain a copy in a safe place;
- Do not give undertakings of absolute confidentiality. (see note following this section for more details) You will need to express this in age related ways to the child as soon as appropriately possible during the disclosure. This may result in the child 'clamming up' and not completing the disclosure, but you will still be required to share the fact that they have shared a concern with you to the designated person. Often what is initially shared is the tip of an iceberg;

- Your responsibility in terms of referring concerns does not end at this point, you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans. You can ask the designated person for an update but they are restricted by procedures and confidentiality and may be limited in their response. The level of feedback will be on a need to know basis, but whatever is shared is strictly confidential and not for general discussion with others. If you feel your referral hasn't been taken up by your safe guarding officer or your deputy safe guarding officer then it is your responsibility to follow through with it and make sure it has been passed onto the relevant agencies or contact **Heather Heaney**, if your allegations are against Heather Heaney you will need to contact social services.
- If in any doubt of how to make a referral, refer to the flow charts that are displayed in the staff room on the notice board, in the policy folder and on the parents notice board.

## Confidentiality

Puddle Ducks and staff are fully aware of confidentiality issues, and sign to say they understand, if a child divulges that they are or have been abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However, educated staff (that is all staff at this setting) have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but they will only tell those who need to know in order to be able to help. Staff should reassure the child and tell them that their situation will not be common knowledge within the setting. (I.E. not discussed with other staff) Staff need to be aware that it may well have taken significant courage on the part of the child to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

## **Training**

Puddle Ducks will be cognisant of national and local training requirements and guidance, which will include Safeguarding Children Board guidance, advice and training opportunities.

Puddle Ducks will ensure that the Designated Person for Child Protection (DO) will have received initial training when starting their role and continued professional updates as required. Specific updates as suggested by national and local requirements will be central to the DO's development. The designated deputy will be initially supported by the designated person and consideration for joint opportunities for training with the designated person will be given.

All staff will be regularly updated during the year as appropriate from the designated person, but will receive specific awareness raising training within a 2 year period.

## **Nursery Security**

- Throughout the nursery, we have a high standard of security. All the nursery staff are interviewed and references and ID are checked.
- All staff have DBS checks carried out before they take up appointment.
- The main nursery door has a security key - pad, the number is only known by the supervisory nursery staff and is changed every six months.
- Any visitors to the nursery must show proof of identification and sign into the visitor's book and wear the visitor lanyard.
- All visitors are escorted around the nursery.
- The children DO NOT have access to the internet.
- All parent's/careers are introduced to all nursery staff, so the staff are fully aware of the main collector.
- A password system is set up between parents and the base room supervisor or a photograph can be provided, if the collector is unknown to the staff.
- Parent's/Guardian should inform the nursery staff if the collector is different, so staff are aware of the change. If the nursery are not aware of the change of collector, the parent/guardian will be contacted before the child can be released.

## **Prevent**



Protecting children from the risk of radicalisation will be seen as part of the settings wider safeguarding duties, and is similar in nature to protecting children from other harms, whether these come from within their family or are the product of outside influences. An assessment of the risk of children being drawn into radicalised situations will be made and sufficient safeguards developed accordingly.

Puddle Ducks does this by:

- \* Building children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views.
- \* Identifying and risk assessing children who may be drawn into terrorism or extremism.
- \* Knowing how the procedure to refer concerns and how to seek support for the child
- \* Ensuring all staff receive appropriate training and have the knowledge and confidence to identify children at risk of being drawn into terrorism and extremism and challenge extremist ideas.
- \* Ensure all staff review their training every 3 years.
- \* Ensuring children are safe from terrorist and extremist material when accessing the internet within the setting, including having in place appropriate levels of filtering.

Contact information:

SPOC (single point of contact): Shereen Williams

Designated Lead Officer for Safeguarding in Education: Heather Heaney

Safeguarding board: [sewscbadmin@caerphilly.gov.uk](mailto:sewscbadmin@caerphilly.gov.uk)

**The Monmouthshire Lead Officer for Safeguarding in Education is:-**

**Heather Heaney** who can be contacted by:-

Phone- 01633 644392

Mobile- 07917707343

Email- [heatherheaney@monmouthshire.gov.uk](mailto:heatherheaney@monmouthshire.gov.uk)

**Monmouthshire Children's Services** can be contacted as follows:-

Phone: 01291 635669

Out of hours telephone number: 0800 328 4432

Named person for Child Protection Officer: **Sarah Richards**  
Deputy: **Jennifer Rennie**