**Safeguarding Toolkit**



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**Document History**

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# Introduction

1. The safeguarding of children is paramount, and as childcare professionals it is important to be confident that all necessary steps are taken to keep children safe and well.
2. Each setting should aim to create a culture of vigilance where children’s welfare is promoted and where timely and appropriate safeguarding action is taken for those who need help, who may be suffering or are likely to suffer harm.
3. The document ‘Working Together to Safeguard Children 2018’ states; ‘*For children who need additional help, every additional day matters*.’ It goes on to recognise that *‘The action taken by professionals to meet the needs of these children as early as possible… can be critical to their future’*, and in addition; *‘Children are best protected when professionals are clear about what is required of them individually and how they need to work together’.*
4. The purpose of this toolkit is to support those professionals within early years and childcare settings, to know they are developing effective policies and procedures from which; the registered body and all staff clearly understand and carry out their roles and responsibilities effectively.
5. The Designated Safeguarding Leads in each setting have a crucial role. It is important therefore that when allocating this role careful consideration is given to ensuring the person selected has the qualities required and capacity within their daily work to undertake the role well. Guidance is provided on page 5.
6. The setting’s safeguarding children policy and procedures must meet the safeguarding needs of children and families by working to the legislative frameworks as set out in the Early Years Foundation Stage 2023 and following the statutory guidance within. It must also be informed by policy and procedures from the Manchester Safeguarding Partnership (MSP), of whom Oldham Safeguarding Children Partnership (OSCP) is a member.
7. The MSP follows OSCP policies when developing local procedures. You will find links to the MSP and OSCP websites on pages 10-11 along with other useful contacts.
8. The toolkit is organised so that an early year’s setting can:

* quickly find relevant information to support them through a safeguarding concern;
* find links to documents and websites to support the development of policy;
* use the exemplars of policies and procedures when developing or updating the safeguarding policy and procedures.

1. This safeguarding toolkit is up to date as of September 2023 and provides easy access to some of the important information from the Manchester Safeguarding Partnership and Oldham Safeguarding Children Partnership websites.
2. As policy is regularly updated on these websites it is highly recommended that settings access these websites regularly and register for updates in order to further update their safeguarding policies and procedures.

# The Designated Safeguarding Lead and Deputy

## Allocating the role of designated safeguarding lead and deputy

1. It is a requirement that all settings designate a practitioner to take lead responsibility for safeguarding. In addition it is also advised that a deputy lead is identified to ensure there is always a designated safeguarding lead during the setting’s hours of operation.
2. With these roles comes additional responsibility and as such, the setting’s registered body and manager should consider the following before allocating this role:

* How will you ensure there is always a designated safeguarding lead available during the setting’s hours of operation?
* What support will be provided to enable the designated lead to undertake this role?
* A practitioner’s past experience and knowledge of safeguarding policy and procedures?

1. Do they have:

* A proactive approach, motivation and interest in the role?
* A willingness to attend additional training or network meetings?
* Confidence to support and advise colleagues?
* Confidence to inform senior management when there is a need to update policy or procedure?
* Confidence to contribute to, and lead in-house training and provide safeguarding updates at team meetings?
* Ability to keep up to date with legislative changes and identified good practice?
* An understanding in their role in attending case conferences and liaising with other agencies as required?
* Ability to set up and manage clear, accurate and secure record keeping systems?
* The capacity to undertake this role – time, training, resources, funding?

## The role of the Designated Safeguarding Lead and Deputy

1. The Designated Safeguarding Lead(s) should be confident and capable to take responsibility for the following:

* Managing referrals.
* Refer cases of suspected abuse to Oldham’s Multi Agency Safeguarding Hub (MASH) as required.
* Support staff in making referrals to MASH.
* Refer cases to the Channel programme where there is a radicalisation concern.
* Support staff in making referrals to the Channel programme.
* Refer cases where a person is dismissed or left the setting due to risk/harm to a child to the Disclosure and Barring Service as required (Duty to Refer).
* Refer cases where a crime may have been committed to the Police as required.
* Work with others.
* Liaise with the manager/owner to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
* As required, liaise with Ofsted, the named investigating officer at the setting and the LADO for child protection concerns (all cases which concern a staff member).
* Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
* Coordinate the early identification of vulnerable children and families – the involvement of parents, and key staff to engage family onto the Early Help pathway.
* Act as a source of support, advice and expertise for staff.
* Train all staff to understand the safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding children.
* Attend, prepare for and contribute to case conferences/Child in need meetings when requested.
* Provide coordination, advice and support for the setting where there is a Child in Need or child on child protection plan.
* Provide coordination, advice and support for the setting where there are Children who are Looked After, this will include the development and review of the Early Years Personal Education Plan (EYPEP). [Early Years Personal Education Plan](https://www.oldham.gov.uk/downloads/file/5520/early_years_foundation_stage_personal_education_plan)

## Training

1. Ensure own safeguarding training is up to date by completing Oldham’s Safeguarding Designated Lead training every two years, PREVENT and CHANNEL awareness and Safer Recruitment training. In addition, any training identified through supervision or any safeguarding issues known of in the local area, or as recommended by OSCP i.e., ICON, Child sexual exploitation, Honour based violence, female genital mutilation. This will ensure the required knowledge and skills are in place to respond appropriately.
2. Refresh knowledge and skills at regular intervals, by keeping up-to-date of changes to policy on the OSCP and MSP websites and attending Oldham’s twice yearly safeguarding learning network meetings, to allow them to understand and keep up with any developments relevant to their role.
3. Understand the assessment process for providing early help and intervention.
4. Have a working knowledge of how Oldham conducts a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
5. Ensure each member of staff has access to and understands the settings child protection policy and procedures, especially new and part time staff.
6. Support the leadership team in order to ensure safeguarding is covered thoroughly at induction and to contribute as required to team meetings and in-house training to ensure all staff are:

* Alert to the specific needs of children in need and those with special educational needs.
* Able to keep detailed, accurate, secure written records of concerns and referrals.
* Understand and support the setting with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation.
* Encourage a culture of listening to children and taking account of their wishes and feelings.
* Able to access resources/information and attend any relevant or refresher training courses.
* Ensure all staff are appropriately trained and that a register is kept showing training accessed by each member of staff.

## Raise Awareness

1. Ensure the settings safeguarding children policies are known, understood and used appropriately.
2. Ensure the settings safeguarding children policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
3. Ensure the safeguarding children policy is available to parents and they are aware of the fact that referrals about suspected abuse or neglect may be made and the setting’s role in this.
4. Link with the local OSCP and Oldham Early Years team to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

## Child Safeguarding file – on transition to a new setting

1. Ensure their child safeguarding file is transferred to the new setting as soon as possible.
2. Transfer the child safeguarding file separately from the main transition file.
3. Ensure secure transit and obtain written confirmation of receipt of the file.

# Useful contacts and documents to support early year’s settings

## Training

|  |  |
| --- | --- |
| **Training Courses** | **Point of Contact** |
| Safeguarding Level 1 (ELearning OSCP)  Designated Safeguarding Lead level 2  Prevent & British Values  Adverse Childhood Experience (ELearning OSCP)  Safer recruitment  Biannual Safeguarding Learning Network  Neglect  LSCB training calendar | Oldham Early Years Team Eventbrite link  [Oldham Early Years Service Events | Eventbrite](https://www.eventbrite.co.uk/o/oldham-early-years-service-33451332607)  Oldham Safeguarding Children Partnership  [OSCP | Welcome (olscb.org)](https://www.olscb.org/) |

Documents used in the revision of the toolkit and for early years settings to reference:

|  |  |
| --- | --- |
| **Document** | **Downloads/Websites** |
| Oldham Safeguarding Children Partnership | [OSCP | Welcome (olscb.org)](https://www.olscb.org/)  [Referrals | Oldham Safeguarding Children Partnership (olscb.org)](https://www.olscb.org/professionals/referrals/) |
| DfE: What to do if you’re worried a child is being abused | [Child abuse concerns: guide for practitioners - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2) |
| Oldham Safeguarding Children Partnership  **Making a referral**   * Information sharing * Concerns about modern slavery or human trafficking * Channel * Prevent * Rapid reviews and Child Safeguarding Practice reviews * Child Death | Oldham Safeguarding Children Partnership  [OSCP | Welcome (olscb.org)](https://www.olscb.org/)  [Referrals | Oldham Safeguarding Children Partnership (olscb.org)](https://www.olscb.org/professionals/referrals/) |
| **Assessments**   * Continuum of need (threshold doc) * Family Help Assessment * Local Protocol for Assessment * Neglect (OCSP Neglect toolkit) | [Assessments | Oldham Safeguarding Children Partnership (olscb.org)](https://www.olscb.org/professionals/assessments/) |
| **LADO**   * LADO referral form * Allegations against professionals * Safer Working Practices * DBS referrals | [LADO | Oldham Safeguarding Children Partnership (olscb.org)](https://www.olscb.org/professionals/lado/) |
| Oldham Safeguarding Children Policies and Procedures | [Policies and procedures | Oldham Safeguarding Children Partnership (olscb.org)](https://www.olscb.org/professionals/policies/) |
| Access updates to policy:  What is child abuse?  Multi-agency Policy and Procedures (Children’s)  Learning from Practice (Children)  Children and Young People  Infants and Babies  Working with Families | Register for updates: [Children's Safeguarding - Manchester Safeguarding Partnership](https://www.manchestersafeguardingpartnership.co.uk/childrens-resources/) |
| DfE Statutory Framework for Early years Foundation stage | [Early years foundation stage (EYFS) statutory framework - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) |
| Ofsted- Early Years Compliance Handbook- Paragraph 377 onwards- Disqualification  Document cannot be found. | [Early years inspection handbook for Ofsted-registered provision for September 2023 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/early-years-inspection-handbook-eif/early-years-inspection-handbook-for-ofsted-registered-provision-for-september-2023#safeguarding)  [Disqualification under the Childcare Act 2006 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006) |
| Ofsted guidance: Inspecting Safeguarding in early years, education and skills settings  Updated September 2022  (5.2 regarding need for appropriately trained deputy) | [Early years inspection handbook for Ofsted-registered provision for September 2023 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/early-years-inspection-handbook-eif/early-years-inspection-handbook-for-ofsted-registered-provision-for-september-2023#safeguarding)  <https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015> |
| The Prevent Duty: Departmental Advice for Schools and Childcare providers | [Prevent duty guidance: England and Wales (2023) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/prevent-duty-guidance) |
| Keeping children safe in education | [Keeping children safe in education - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) |
| HM Government 2016 - Multi-agency statutory guidance on female genital mutilation. DfE, DH, Home Office. | [Multi-agency statutory guidance on female genital mutilation - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation) |
| DH. Female Genital Mutilation Risk and Safeguarding Guidance for professionals Prepared by FGM Prevention programme team, Department of Health | [Safeguarding women and girls at risk of FGM - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/safeguarding-women-and-girls-at-risk-of-fgm) |

## Contacts

|  |  |
| --- | --- |
| **Reason** | **Contact** |
| You have received an allegation against a member(s) of staff.  You have received information that a person is disqualified from working with children or disqualified by association. | **Local Authority designated officer (LADO)**  Telephone: 0161 770 8870  **Ofsted**  Telephone: 0300 1231231 |
| You wish to notify/refer child(ren) where concerns have been raised over safety and welfare. | **MASH - Multi Agency Safeguarding Hub**  1. Providing a single front door for notifications and referrals  2. Co-location of key partners  3. Provide a safe confidential environment  4. Enables analysis of risk or need on a case by case basis  5. Enables wider victim identification within communities  The MASH will provide a forum where key personnel and managers from a range of services (police, social care, health, Early Help) can facilitate the sharing of information in respect of children, young people and their families who are in need of help and support or are potentially at risk.  **Children’s assessment team**  Telephone: 0161 770 7777  **Emergency duty team (out of hours)**  Telephone: 0161 770 6936  **Uniformed police**  Telephone: 101  **Forced marriage unit**  Telephone 0207 008 0151  **CEOP website:** [www.ceop.police.uk](http://www.ceop.police.uk) |
| Concerns that a child, young person or adult is at risk of being radicalised. | **PREVENT**  **Contacts:**  Please refer to OSCP policy and procedures for safeguarding people at risk of being drawn into terrorism, or extremism leading to terrorism July 2017.  **MASH**  Telephone: 0161 770 7777  **Emergency duty team (out of hours)**  Telephone: 0161 770 6936  Additional contacts are listed in the document |
| Concerns or suspicions that someone is experiencing or at risk of honour based violence / forced marriage. | **Specialist Independent Domestic Violence (including Honour Based Violence) Service**  Telephone: 0161 770 1604  **Or**  **Community Safety Services**  0161 770 1573 |

# Some tips when writing your policy

1. You may need to tailor your policy and procedures to suit the needs of your setting.
2. Use words and phrases that will mean the most to parents and staff.
3. Involve people from different parts of your setting to make sure the policy is relevant for everyone.
4. Think about how you can involve children and incorporate their perspective.
5. Ask different people in different roles to read the policy and provide feedback to ensure it is accessible to everybody.

# Exemplar for non-domestic early year’s settings

## Safeguarding Children Policy and Procedures

**Safeguarding and promoting the welfare of children, is defined as:**

* Protecting children from maltreatment
* Preventing the impairment of children’s health or development
* Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
* Taking action to enable all children to have the best outcomes.

***Working together to Safeguard Children 2018***

1. **Our prime responsibility is the welfare and wellbeing of all the children in our care**
2. All children have the right to be safe and protected from harm. Safeguarding is everyone’s responsibility and we understand that to be effective safeguarding will be central to everything we do therefore establishing a confident, sensitive and prompt approach to any safeguarding concerns.
3. In order to achieve this we will:

* Be alert to any issues of concern in a child’s life at home or elsewhere.
* Have a child centred approach, developing stable relationships, listening to and understanding the needs and views of children, therefore building trust.
* Be alert to changes to policy and procedures as highlighted by Greater Manchester and Oldham’s Safeguarding Children Partnership.
* Introduce key elements of keeping children safe into our programme to promote 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.
* Create an environment in which children are safe from harm.
* Ensure Ofsted and the MASH team are notified of any serious accident, illness or injury to, or death of, and child wile my care, and of the action taken.
* Ensure all staff will go through a vigorous vetting procedure that includes; clearance to work with children from the Disclosure and Barring Service, including: Disqualification by Association forms, employment history, explanations of any gaps in employment and uptake of references.
* Ensure staff are able to respond appropriately to identify signs and symptoms of abuse and/or neglect; significant changes in children’s behaviour; deterioration in their general well-being; unexplained bruising, marks or signs of possible abuse; signs of neglect; comments children may make which give cause for concern; any reasons to suspect neglect or abuse outside the setting, for example in the child’s home; and/or inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
* Respond to signs of radicalisation and collaborate with the appropriate agencies.
* Ensure confidentiality is maintained at all times.
* Ensure parents are treated with sensitivity and respect
* Ensure all staff and parents understand and agree with the Safeguarding Children policies and procedures
* Ensure parents know of the procedures to take if they have any concerns, for example; who to go to with any safeguarding concerns, full explanation of internal investigation process, how to report concerns externally.
* Liaise with parents and other professionals as required to ensure the best outcome for children

## Exclude known abusers

1. It will be made clear to all applicants for posts within the setting, whether voluntary or paid, that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
2. All applicants will be interviewed and will be requested to provide two references. Interviews will always include at least one motivational style question and one safeguarding related question. All references will be followed up **before** the offer of employment is made.
3. Where applicants have unexplained gaps in their employment history, or have moved rapidly from one job to another, explanations will be sought.
4. Information will be recorded about staff qualifications, identity checks and the vetting processes that have been completed, this will include the criminal records disclosure reference number, the date the disclosure was obtained and details of who obtained it.
5. All successful applicants/appointments will be followed up with checks on their inclusion on the list of persons deemed unsuitable to work with children, i.e., the barred list.
6. It will be made clear to all staff and applicants that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).
7. In addition, those providing childcare on domestic premises must disclose if they are living in the same household as another person who is disqualified.
8. Applicants will be asked to disclose this information via the application form. All posts are subject to an enhanced DBS check.
9. Prior to accepting students for placement, checks will be made with the training provider to ensure they complete the necessary checks and have made students aware of the need to disclose.
10. Checking staff suitability will be an ongoing process and covered during staff supervisions.
11. A ‘Staff suitability questionnaire and declaration’ form will be completed by all new staff when they commence employment (including regular volunteers and students) and completed by all staff on an annual basis.
12. On receiving information that suggests a person is disqualified from working with children or disqualified by association the following procedure will be followed:

* Report to Ofsted as soon as reasonably practicable – in any event within 14 days.
* Inform Oldham’s LADO who will also provide advice and guidance.
* Suspend the employee on full pay pending a full investigation.
* Inform the member of staff of the need to apply for a waiver from Ofsted to allow them to continue to work with children.
* **If a waiver is granted** a decision will be made as to whether to continue to employ the person.
* **If a waiver is not granted** the individual will be invited to attend a disciplinary meeting in accordance with the company disciplinary policy, specifying: the date, time and place of the meeting; the allegation; their right to be accompanied by a union official or work colleague and that if the allegation is proven it could lead to a sanction up to and including dismissal.
* Following the disciplinary hearing and the outcome, the employee would have a right of appeal against any disciplinary sanction.
* The potentially fair reason for any dismissal would be illegality i.e., it is illegal to continue to employ, as it contravenes a statutory provision.

## Staff training

1. As part of our induction procedure, we issue newly appointed staff and volunteers with our policies and procedures and ensure time is planned into this period to ensure they are understood. Training on safeguarding is given to all at induction and updated regularly.
2. Staff are informed how to make a complaint and understand our policies on whistleblowing and how to manage other concerns about the practice of adults in respect of the safety and protection of children.
3. Staff are informed of the process if concerns are raised over a practitioner being under the influence of alcohol or any other substance which may affect their ability to work with children, and reminded of the expectation that they will disclose information as listed in **2.3.5.**
4. In-house training will be made available to all staff and volunteers to ensure that they understand the Safeguarding policy and procedures. Training will ensure that staff have up to date knowledge of safeguarding issues and will enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond in a timely and appropriate way.
5. These will include; -

* Significant changes in children’s behaviour
* Deterioration in children’s general wellbeing
* Unexplained bruising, marks or signs of possible abuse or neglect
* Children’s comments which give cause for concern
* Any reasons to suspect neglect or abuse outside the setting, for example in the child’s home.
* Inappropriate behaviours displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
* All staff will access basic level 1 safeguarding children training through the OSCP webpage. All staff will access full training as soon possible after the start of their employment and every three years thereafter,
* In addition, the Designated Safeguarding Lead and deputy will undertake the higher level training every two years: Safeguarding for Designated Leads, provided by Oldham Council. They will also attend any additional training; face to face or e-learning, as recommended by Oldham Safeguarding Children Partnership. This training will enable them to provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required.
* We will keep further updated by accessing the Safeguarding Learning Network run by Oldham’s designated officer (LADO)

## Staff supervision

1. All staff will have access to regular supervision. Supervision sessions will provide support, identify the coaching and training needs of staff, check in on staff wellbeing and promote the interests of the children.
2. Supervision will provide staff with additional opportunities to discuss any issues concerning children’s development or well-being, identify possible risks to their safety; identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness.

## Prevent abuse by good practice

1. The setting has a Designated Safeguarding Children Lead ………………………………... (Insert name) who will carry overall responsibility for child protection and will be the first point of contact for members of other agencies.
2. We also have a Deputy Safeguarding Lead ………………………….………….. (Insert name) to ensure there is always a designated officer present during our hours of operation.
3. Links to Oldham Safeguarding Children Partnership will be shared with all staff and users of the provision to refer to as further reference and support.
4. We provide adequate and appropriate staffing resources to meet the needs of children. Adults will not be left alone for long periods with individual children. When adults are interacting with an individual child, they will be in full view of other staff members at all times.
5. The layout of the playrooms will permit constant supervision of all children.
6. Children will be encouraged to develop a sense of autonomy and independence with adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This enables children to have the confidence and the vocabulary to resist inappropriate approaches.
7. We take security steps to ensure the perimeter of the site is secure and we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
8. We have procedures for recording the details of visitors to the setting and checking their identification.

## Internet safety

1. We regularly use the Internet with our children because it has many educational benefits.
2. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child friendly search engines. Parents are asked to sign authorisation for their child to use the internet.

## Use of mobile phones, cameras and social networking

1. Staff mobile phones will be kept safely in the designated area during working hours. All visitors will be respectfully informed that their mobile phones are not to be used in any of the areas of the setting that the children use. If it is necessary for phones calls to be made or received whilst on the premises, an area will be designated for this purpose. Any visitors or members of staff that are seen with a mobile phone in any of the areas that the children use will be challenged and such instances reported to the Designated Safeguarding Lead immediately.
2. There is a designated mobile phone for staff use, enabling text, email messages and calls to be made and received. The phone is not used for any other purposes and never in the rooms where children are present. Personal calls are not allowed using this phone. Mobile phones are also used when taking children on outing and trips. These phones are held by the most senior members of staff accompanying the children, for the purposes of necessary communication between themselves, the setting and or parents if a situation arises where this is necessary.
3. Staff personal mobile phones must not be used to contact children, parents or carers unless it is deemed an emergency. In the event of any emergency all uses of personal mobile phones must be reported to and logged by the Designated Safeguarding Officer.
4. Social networking sites i.e., Facebook and/or Vevo, encourage communication and sharing of information however, all staff have a professional responsibility towards the setting, children and families they work with to ensure no information in anyway relating to work is shared through these sites. We ask that staff in our setting keep their professional and personal life separate.
5. The use of photos to support observation, assessment and planning and to provide a pictorial record for parents of their child’s time at nursery, has become a valuable tool and embedded in practice.
6. To ensure that everyone in the setting is protected the following procedures are in place:

* Pictures are taken with the explicit written consent of parents and carers. Parents and carers indicate if, where and how photos of their children can be used i.e., sharing with parents; supporting observation; assessment and planning; children’s records; on displays and also wider use such as advertising (in which case how and where).
* Separate consent will be obtained if photographs are taken for a specific event, campaign or project which is outside the terms of general consent, or if photographs are going to be published in different ways from those which consent has already been given, for example, on a website.
* No images will be taken of children that capture them in what are commonly understood a non-public activity, or which show body parts not usually visible in public settings or related to the particular activity.
* Pictures are only transferred to the setting’s computer which is password protected.
* Any stored pictures are deleted once a child leaves the setting.
* Any requests for images to be taken or recorded of children looked after (CLA) will be referred to the Social Worker responsible for the child in question.
* Where we know of any vulnerable circumstances, we will identify any risks in each case and make a considered decision, taking account of the child’s wishes and feelings.
* Any photograph should not allow an unauthorised person to identify a child or their whereabouts, for example, children’s names will not be used alongside their photograph.
* We have registered with the Information Commissioner’s Office (ICO) for Data Protection.

## Respond appropriately to suspicions of abuse

1. We will follow Oldham Safeguarding Children Partnership procedures using guidance and local protocol for assessment provided via [Help for professionals | Oldham Safeguarding Children Partnership (olscb.org)](https://www.olscb.org/professionals/).

Physical **abuse**

1. Action will be taken if staff have reason to believe there has been physical injury, where there is definite knowledge, or reasonable suspicion that injury was inflicted or not knowingly prevented.

Fabricated or induced illness

1. Action will be taken if concerns are raised that a child is being presented with an illness that is possibly being fabricated by the adult carer. Indicating they are seeking medical treatment or investigation which from our knowledge of the child seems questionable. Any observed signs such as a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness. False allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support will be recorded and shared with MASH.

Emotional abuse

1. Action will be taken if staff have reason to believe there is persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child’s emotional development or rejection.

Domestic Violence

1. Harm suffered by seeing or hearing ill treatment of others, especially in the home is now defined as emotional abuse. Action will be taken if we have concerns a child is witnessing domestic violence.

Neglect

1. To assist with the early identification and ongoing assessment where neglect is an issue our setting will use the Oldham Safeguarding Children Partnership Neglect Toolkit. The Neglect toolkit will enable the identification of concerns, strengths and resources within families and assist with decision making, assessment, planning, tracking improvements, target interventions and to monitor change. The Graded Care Profile 2 being developed and to replace the Neglect Toolkit and monitors the quality of care for children across all areas and provides a reference point to monitor change after intervention.

Sexual abuse or sexual exploitation

1. Action will be taken if staff witness through words, drawings or observed behaviour such as sexual knowledge which is not age appropriate, sexualised or provocative’ behaviour, hinting at sexual activity, or if a young person (this maybe outside the setting i.e., an older sibling) is receiving gifts from older boyfriend/girlfriend/friend which could indicate sexual exploitation.

Suspicions of neglect or abuse of a child not attending the setting

1. If we have reason to suspect neglect or abuse of a child who is not attending the setting, for example an older sibling, the observed instances or disclosure will be reported to the designated safeguarding lead, recorded and referred promptly as required by Oldham Safeguarding Children Partnership.

Recording suspicions of abuse and disclosures

1. Where a child makes comments to a member of staff that gives cause for concern regarding themselves or other members of their family (disclosure).
2. Or a member of staff observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general wellbeing; unexplained bruising, marks or signs of possible abuse or neglect, that member of staff will:

* Listen to the child, offer reassurance and give assurance that she or he will take action
* Only ask open questions if required i.e., ‘what, when, where’
* 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
  + An accurate record of what has been observed
  + 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. They will be shared only with those who need to know.
* The designated safeguarding lead will meet with the practitioner involved and determine next steps.

Liaise with other bodies

1. In accordance with local authority guidelines, confidential records and observations will be shared with the MASH as appropriate.
2. Useful contact numbers will also be available for staff and parents. These can be found in the ………………………….………….. (Insert name) A copy is displayed with this policy.

Confidentiality

1. All suspicions and investigations are kept confidential and shared only with those who need to know.
2. Any information is shared under the guidance of the Oldham Safeguarding Children Partnership and Ofsted if required.

Support for families

1. We believe in building trusting and supportive relationships between families and staff in our setting to enable families to share any initial concerns or difficulties they are experiencing so that we are able to understand and support them through this time.
2. At such time where parents and staff recognise problems emerging at any point in their child’s life, we will, in agreement with parents follow the Early Help process with families.
3. We will consult with parents if we will be making a referral to the Multi Agency Safeguarding Hub (MASH) unless:

* Sexual Abuse is suspected;
* Organised or Multiple Abuse is suspected;
* Factitious illness by proxy, fabricated or induced illness is suspected;
* Contacting the parents would place the child, ourselves or others at risk;
* The child may be intimidated into changing, or preventing them from giving information about the abuse;
* There is a perceived risk of forced marriage or female genital mutilation (FGM).

1. 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 offer care and support for the child during any investigations in relation to alleged abuse.
2. We follow the Child Protection Plan as set by the child’s social worker in relation to the setting's designated role and the tasks identified to support the child and their family, subsequent to any investigation.
3. 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 OSCP.

## If an allegation of abuse is made against a member of staff, volunteer or student

1. In the event of an allegation made against a member of staff, volunteer or student, we will endeavour to deal with the allegation fairly, quickly and consistently and in a way that provides effective protection for the child or children and at the same time supports the person who is the subject of the allegation.
2. Any allegation made that an adult has:

* behaved in a way that has harmed a child, or may have harmed a child; and/or
* possibly committed a criminal offence against or related to a child; and/or
* behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
* behaved or may have behaved in a way that indicates they may not be suitable to work with children.

1. A factual account of the allegation will be recorded, dated and signed; a chronology of events initiated and any other key information identified by the senior manager.
2. An initial discussion with the LADO and senior manager will consider the nature, content and context of the allegation and agree a course of action.
3. In the case of an allegation against a student the college is viewed as the employer. Discussion would take place with the college after advice from the LADO. Ofsted will be informed.
4. The decision to suspend rests with the employer ……………………………….., who will have regard to the views of any investigative agencies involved. It will not be an automatic response as this could impede a police investigation, but will be considered in any case where:

* there is cause to suspect a child is at risk of significant harm;
* the allegation warrants investigation by the police; or
* the allegation is so serious that it might be grounds for dismissal.

1. Confidentiality will be maintained by those dealing with the allegation. If others become aware of the allegation by other means, careful consideration will be given as to the best way to manage this.
2. Under the Safeguarding and Vulnerable Groups Act 2006. A referral will be made to the Disclosure and Barring Service (DBS) of any member of staff who is dismissed or would have been had the person not left the setting first because they have harmed a child or put a child at risk of harm.
3. The social care team will signpost parents to local or national services which can offer support and guidance. They will also keep parents informed of the process of the investigation and the eventual outcome.
4. All staff and volunteers are familiar with this policy, which will be reviewed and updated annually.

**Ofsted Telephone**: 0300 123 1231

**Oldham’s Local Authority Designated Officer (LADO) for Allegations**

**Telephone:** 0161 770 8870

This policy was adopted at a meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Date to be reviewed:** |  |

|  |  |
| --- | --- |
| **Signed on behalf of the setting registered body:** |  |
| **Name of signatory:** |  |
| **Role of signatory (e.g., chair/owner):** |  |

# Exemplar for Childminders

## Safeguarding Children Policy and Procedures

## *Whilst it is acknowledged that it is no longer a requirement of the EYFS for childminders to have written policies and procedures. They must be able to explain their policies and procedures to parents, carers, and others (for example Ofsted inspectors or the childminder agency with which they are registered) and ensure any assistants follow them.*

## *For this reason, this exemplar for childminders, remains within this toolkit as a resource for those childminders wishing to refer to it.*

**Statement**

1. This safeguarding policy and procedures is in line with the guidance and procedures of Oldham Safeguarding Children Partnership (OSCP).
2. It will be shared and explained to parents at the time they confirm they will be using my service.

**Safeguarding and promoting the welfare of children, is defined as:**

* Protecting children from maltreatment
* Preventing the impairment of children’s health or development
* Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
* Taking action to enable all children to have the best outcomes.

***Working together to Safeguard Children 2018***

**My prime responsibility is the welfare and wellbeing of all the children in my care**

1. I recognise the additional barriers that exist when recognising the signs of abuse and neglect of children who have special educational needs and/or disabilities.
2. I am the designated safeguarding lead for my setting. (If you work with others, please state who has lead responsibility).
3. All children have the right to be safe and protected from harm. I understand that child abuse can be physical, sexual, emotional, neglect, or a mixture of these, and have knowledge of the signs and symptoms of these. It is my duty to be alert to any issues of concern in the child’s life at home or elsewhere.
4. I am aware that I must have due regard to the need to prevent people being drawn into terrorism as referred to in the Prevent Duty. I am also aware of the signs and indicators of extremism or radicalisation. If I had any concerns, I would contact the Prevent Officer in my local area and my OSCP as above.
5. I will notify Ofsted of any allegations of abuse that are alleged to have taken place while the child is in my care, including any allegations against me, or any members of my family, or other adults or children in my home who have had contact with minded children.
6. I will notify Ofsted and the MASH team of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken and will act on any advice provided.
7. I will also ensure that no individual who is unsuitable to work with children has unsupervised access to a child in my care.
8. I have read and understand the following:
   * + Safeguarding and welfare requirements of EYFS
     + Working Together to Safeguard Children 2018 (national statutory guidance document)
     + What to do if you are Worried a Child is being Abused - Advice for Practitioners 2015 (national statutory guidance document)
     + Inspecting Safeguarding in Early Years, Education and Skills settings (Ofsted safeguarding guidance).

## Procedure

1. I have completed both; Level 1 Safeguarding Children Training online and Level 2 Safeguarding Children Training for Designated Leads and update this every two years. In addition, I attend Oldham’s safeguarding learning networks to ensure I am up to date with; current safeguarding issues, new legislation or further training as recommended by Oldham Safeguarding Children Partnership.
2. This will ensure I have up to date knowledge of safeguarding issues and will enable me to identify signs of possible abuse and neglect at the earliest opportunity and to respond in a timely and appropriate way.
3. This includes:

* Significant changes in children’s behaviour
* Deterioration in children’s general wellbeing
* Unexplained bruising, marks or signs of possible abuse or neglect
* Children’s comments or comments by members of the family which give cause for concern, including expressing extremist views
* Any reasons to suspect neglect or abuse outside the setting, for example in the child’s home and/or
* Inappropriate behaviour displayed by other adults. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

## Responding appropriately to and recording suspicions of abuse and disclosures

1. If a child tells me that they or another child is being abused or I notice a change in behaviour that gives me cause for concern, I will:

* show that I have heard what they are saying, and that I take their allegations seriously;
* encourage the child to talk if needed, by asking open questions such as ‘what’, ‘where’, ‘when’ but I will not ask them leading questions. I will not interrupt when a child is recalling significant events and will not make a child repeat their account;
* explain what actions I must take, in a way that is appropriate to the age and understanding of the child;
* record what I have been told or what I have observed using exact words where possible.

1. I will record:

* the child’s full name and address;
* the date and time of the observation or disclosure;
* factual details of the concern, for example bruising, what the child said, what I saw, who was present;
* details of any explanations from the parents;
* any action taken such as speaking to parents.

1. This record will be signed and dated and kept securely in the child’s personal file. It will be shared only with those who need to know.
2. I will do the following:

* Keep the record in the child’s file in a secure place. It will only be shared with those who need to know.
* Call the Multi Agency Safeguarding Hub (MASH) for advice and assessment of the situation.
* Complete an early help assessment within 48 hours.
* Keep a record the concern and all contact with Children’s Services thereafter.

1. In accordance with OSCP guidelines, concerns, confidential records and observations will be shared with Children’s Services and other responsible organisations as appropriate.

## Allegations

1. If an allegation is made against me, as a childminder, a member of my family, or any other adult or child in my setting the following procedure will be followed:

* I will notify Ofsted on 0300 123 1231 immediately and inform them of the allegation.
* I will notify Oldham’s Designated Officer (LADO) on 0161 770 8870.
* I will comply with Ofsted and follow the OSCP procedure as it is explained to me.
* I understand that it is not my responsibility to attempt to investigate the situation myself
* I may approach my professional body for support.

## Prevent abuse by good practice

1. To help prevent abuse, I will do the following:

* I will ensure all persons over 16 years who live or work on my premises will have an Enhanced Disclosure and Barring Service (DBS) clearance.
* I will inform Ofsted of any persons aged 16 years or older living or working on my premises.
* No child in my care will be left with any adult who has not been registered/ DBS checked this includes any extended family members or visitors to my setting.
* I will issue a copy of this policy to the parents of all the children I care for.
* I will implement and review annually this Safeguarding Children Policy.
* I and any other persons working on the premises will not be included in the list of persons deemed unsuitable to work with children and vulnerable people i.e., the banned list.

## Working together with families

1. Parents will be given the opportunity to read and discuss the: Safeguarding Children Policy; prior to the child joining the setting, thereafter, documents will be available for parents on request.
2. Relevant telephone numbers are displayed in my home alongside this policy. Parents who have safeguarding concerns must contact Ofsted on 0300 123 1231.
3. I work together with parents to make sure the care of their child is consistent.
4. Parents must notify me of any concerns they have about their child, and any accidents, incidents or injuries affecting the child, which I will record and ask parents to sign.
5. Children will only be released from my care to the parent/carer or to someone named and authorised by them. A password agreed between us might be used to confirm identity if the person collecting the child is not previously known to me. Children will not be released into the care of anyone that I have reason to believe is under the influence of drugs or alcohol.
6. I aim to share all information about their child with parents but in some instances (if I believe that it would put the child, myself or others at risk of further harm), I may have to refer concerns without informing parents. I will do all I can to support the child and family.
7. I have an understanding of the Early Help procedure and will assist parents through it.

## Use of mobile phones and cameras

1. I understand that if I store personal details about other people on my computer or any digital format (including mobile phones and digital cameras), I will need to notify the Information Commissioner’s Office (ICO).

**OR**

1. I have registered with the ICO so that, with parent’s consent, I am able to store personal details on my computer, mobile phone or digital camera.
2. As a registered Childminder it is important for me to be able to communicate with parents instantly. I use my landline phone when I am at home and ensure my mobile phone is fully charged and with me at all times in case of emergencies.
3. Mobile technology is an effective method of communication, which has many advantages. However, I understand that there is a need to balance the advantages with the potential for misuse, and intend to protect the children in my care with the following procedures:

* I will ensure my mobile phone is fully charged and with me at all times in case of emergencies.
* I have the facility to take photographs on both my mobile phone and camera and will seek your permission to take any photographs of your child to record activities and share their progress with you.
* Any photographs taken will be deleted after either emailing to you or printed for use in your child’s learning journey

**OR**

* Pictures are transferred to my computer or another secure data base which is password protected, these are deleted once your child leaves my setting.
* I will not publish any photographs of your child on any social networking sites or share with any other person without your permission.
* I request that you do not use your mobile phone whilst dropping off and collecting your child/children.
* Any visitors to the setting will also be asked not to use their mobile phone.
* If your child has a mobile phone, games console etc. with camera facilities that they wish to bring into the setting please let me know. This is so that we can work together for the safety of all children in attendance and ensure appropriate access to material when using the internet.

1. I recognise I have a responsibility towards the children and families I work with to ensure no information in any way related to my work is shared through social networking sites.

|  |
| --- |
| **This Policy was adopted on (date):** and will be reviewed annually. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

For childminders employing assistants, please refer to the exemplar for non-domestic early year’s settings on page 12.