

# Safeguarding & Welfare; Whistle-blowing



Policy Created: June 2017

Policy Updated: February 2020

Key Legislation and Guidance: Children Act (2004), Adoption & Children Act (2002); Equality Act (2010); Human Rights Act (1998); GDPR (2018); Working Together To Safeguard Children (2018, updated February 2019); Freedom of Information Act (2000); FGM Act 2003 (as amended by the Serious Crime Act 2015); Children & Young Persons Act (2008) Schedule 1; EYFS Statutory Framework (2017) Section 1:10, Section 3, 3.61, 3.69, 3.70 which refers to Regulation 4 made under section 39(1)(b) of the Childcare Act 2006; The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 (S.I. 2012/938), as amended; Lincolnshire Safeguarding Children Board; NSPCC PANTS Campaign

Giggles Galore has a duty to protect and safeguard the welfare of children and young people they come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity.

Safeguarding and promoting the welfare of children, for the purpose of this policy 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

## **Safeguarding, Welfare, Child at Risk**

Where a child is considered to be at risk, our safeguarding policy will override confidentiality. Information is only shared with relevant outside agencies where appropriate and (usually) in consultation with parents/carers.

The nursery will protect and safeguard children and young people by:

- Screening all persons in contact with the children via an enhanced DBS check, updated annually
- Ensuring that all staff/volunteers are carefully selected, trained and supervised and participate in an induction process, staff mentoring and performance reviews.
- Managing risks and taking steps to minimise and manage these with daily and annual risk assessments
- Training all staff in paediatric first aid, including safeguarding signs to look out for
- Ensuring all policies and procedures are available to view in the setting
- Having an open-door policy, inviting parents, carers, children and young people to disclose concerns or guidance on how to seek help
- Using medically correct words for body parts such as penis, vagina to avoid any misinterpretation
- Any breach of confidentiality by staff may result in disciplinary action or dismissal

## **Keyworker System**

Each child has a designation keyworker who will support the child, right through from transition and settling in, to their next setting. Keyworkers support and build a relationship with the child, parent/carer and other agencies that are involved. Each child's development is closely monitored to ensure that any concerns are picked up on and addressed promptly

## **Attendance**

Part of the keyworker role is to track attendance of a child, and to make contact with their home if they do not arrive at nursery. This is usually made after half an hour of non-arrival in case of traffic or other delays. This courtesy contact is not only to check they are safe but to provide support for parents, and to ensure that children are not prevented from accessing their early years learning opportunity. Where problems are arising in the family, the nursery is able to offer support or signpost them to accessing relevant outside agencies. Keyworkers are able to identify patterns of behaviour in terms of attendance, and raise concerns if need be.

## **Looked After Children**

This includes children who are subject to a care order or temporarily placed in respite or away from their usual home on a long-term basis. Looked after children may be cared for by foster carers, relatives other than their parents, or children's home.

Regardless of background or home situation, all staff are committed to doing all they can to support all children to achieve their full potential. Additional training to support any additional need or individual circumstance will be planned for where appropriate, in co-operation with any outside agencies involved with the child and an individual care plan introduced if recommended, as well as working closely with the carers/parents

## **Responding to Suspicions of Abuse**

### **Staff will:**

Where a child arrives at nursery with a bruise, cut, graze or mark, parents are asked to complete the Existing Injury Report stating the nature and event.

If a member of staff notices a bruise, cut, graze or mark once parents have left the setting, staff will note the details and ask parent/carer to complete the Existing Injury Report when they return to collect their child.

Where necessary, staff seek the agreement of the parent/carer to making referrals. This should only be done where such discussion and agreement will not place the child at an increased risk of significant harm.

- Parents, carers or child may not agree to information being shared, but this should not prevent referrals where child protection concerns persist. The reasons for withheld consent from the parents, carer or child should be clearly recorded.
- In cases where an allegation has been made against a family member living in the same household as the "at risk" child and it is the view of the staff that discussing the matter with the parent would place the child at risk of harm, or where

discussing it may place a member of staff/volunteer at risk, consent does not have to be sought prior to the referral being made.

- If staff are unsure about whether to seek parental consent prior to a referral being made then they will seek advice from the designated safeguarding officer.

## **Disclosure**

If a child discloses any information about abuse, staff will:

1. Discuss confidentiality with the child, explain that they will try to offer support but that they may have to pass the information on, to keep them safe
2. Allow the child to speak without interruption, accepting what is said using the **T.E.D** method Tell me, Explain and Describe
3. Be aware of body language if a child is disclosing
4. Alleviate feelings of guilt and isolation, while passing no judgement
5. Reassure the child that they have done the right thing by telling them
6. Report to the designated person for the Safeguarding Officer or the person in charge, immediately
7. Never tell the child that everything will be alright, as often it may not be
8. Be honest with the child
9. Complete a disclosure form

## **Allegations against staff**

It is essential that any allegation of abuse made against a member of staff, volunteer, student or carer is dealt with fairly, quickly and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

An allegation is any complaint or concern that might indicate:

- a person has harmed a child or put a child at risk of harm
- behaviour has been displayed involving or related to a child that might constitute a criminal offence
- a person has behaved in a way that raises concern about his/her suitability to work with children
- unreasonable force used to restrain a child

In other cases, any suspicion that a child has been abused by someone within Giggles Galore, should be reported to the manager who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk. Alleged staff will be suspended from the nursery pending investigation to protect both everyone concerned throughout the process.

Any situation noted or comments made in passing, through hearsay or that may give rise to concern will prompt staff to escalate, for the protection of themselves and the child/ren.

The manager will refer allegations to the Local Authority Designated Officer (LADO). Parents/carers of the child will be contacted following advice from the Social Services Department. The Manager will inform Ofsted as soon as is reasonably practicable, but at the latest within 14 days of the allegation being made, as failure to comply with this requirement without justifiable reason is an offence.

Where any concern or allegation relates to the manager of Giggles Galore, the matter should be reported directly to the Local Authority Designated Office on 01522 554668

### **Photographs, social media, images, publicity**

Images are used for child related learning within the setting only, and with written or verbal parental consent. Parents and visitors are requested not to take photographs or post any information to do with any child on social media. This extends to events and outings.

### **Use of Correct Terminology**

Staff are to use medically correct words for body parts such as penis, vagina to avoid any misinterpretation. As sex education is becoming mandatory in schools in 2020, we have implemented a policy entitled Relationships & Sex Education so that the children already have foundations in place.

ALSO REFER TO SEPARATE ARTICLE “WHISTLE BLOWING & REFERRAL PROCESS”

**To report suspected abuse or safeguarding issue:**

**Ofsted Whistle Blowing 0300 123 3155 or email**

**[whistle.blowing@ofsted.gov.uk](mailto:whistle.blowing@ofsted.gov.uk)**

**Designated Safeguarding Officer: Paula Somers**

Concerns relating to FGM (female genital mutilation),

call the

NSPCC helpline on

0800 028 3550

or

0808 800 500

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