

Safeguarding Policy

EYFS overarching legal requirement:

“The provider must take necessary steps to safeguard and promote the welfare of children”

Every Child Matters Outcome Staying Safe

EYFS Requirement Safeguarding and Promoting Children’s Welfare

EYFS Principle into Practice: A Unique Child

- Child Development (card 1.1)
- Keeping Safe (card 1.3)

EYFS Principle into Practice: Enabling Environments

- Observation and Assessment Planning (card 3.1)

This policy applies to

1. Early Years Register (EYR)
2. Childcare Register (CR both parts)

Policy

A policy is a description of the settings aims / commitment. Consider the following information when detailing your policy,

- What is your overall commitment to ensuring that children in your care are kept safe at all times?
- What is your commitment to ensuring that your setting meets all legal responsibilities with regard to Safeguarding?
- What is your commitment to ensuring parents are provided with information regarding safeguarding?

Procedure

A procedure is a description of the way in which a setting goes about a particular activity or process. Consider the following information when detailing your procedures,

- Name who the designated Safeguarding Officer is in your setting. What relevant experience and expertise do they have to carry out the role effectively? What training have they accessed? How confident are they in liaising with external agencies e.g. Ofsted, police, Contact Point (CAF)?
- How do you know all staff are aware of the child protection procedures within your setting? Has this been covered as part of the induction process? Have staff been given the opportunity to read the safeguarding policy?
- What is your procedure to ensure that the setting supports staff to meet their safeguarding responsibilities? This can include;
 - i. Staff accessing relevant training
 - ii. Staff and volunteers having relevant CRB checks
 - iii. Staff aware of the safeguarding policy
 - iv. Do your staff induction procedures raise staff awareness of safeguarding?
 - v. Are all staff provided with necessary supervision processes appropriate to maintaining care and relationships with children?
 - vi. Are all staff aware of the main indicators of abuse?
 - vii. Are all staff aware of clear procedures to follow when discovering signs of child abuse in your setting? Who do they report their findings to?
 - viii. What is the procedure for the Safeguarding Officer to report any findings of child abuse to the relevant agencies? e.g. Ofsted, Children Central Duty Team
- How are parents made aware of the policies and procedures relating to safeguarding? Does this happen at the admission stage or when children are settling in?
- How are students/volunteers made aware of the safeguarding policy? Who is responsible for this?

- Does the policy comply with relevant legislation and follow guidance from the Wigan Safeguarding Children's Board and the document 'What To Do If You Are Worried A Child Is Being Abused' (DFES)?

Safe working

- What is your procedure to ensure that staff are never left alone with a child for periods of time? What strategies are put into place to ensure this is kept to a minimum?
- What is your procedure to ensure that staff do not carry out a personal task for children that they can do themselves? (E.g. accompanying children to the toilet).
- What is your procedure to ensure that all staff are fully vetted and are safe to work with children?
- How do you meet the ISA (Independent Safeguarding Authority) requirements from October 2009?
- As a child minder how do you ensure that adults over 16 living on the premises or anyone coming into regular contact with children in your care are suitably checked?

Dealing with Allegations

- Do the settings procedures for dealing with allegations have reference to the document 'What To Do If You Are Worried A Child Is Being Abused' (DFES)?

Do you have the following details outlined in your procedure for dealing with allegations?

- Who is the named person responsible for dealing with the allegation, liaising with external agencies if necessary and ensuring that all documentation and record keeping is correct and up to date and ensuring that confidentiality is maintained at all times?
- Contacting the Children Central Duty Team for support and advice.
- If a referral is made to the children's central duty team it should be confirmed in writing within 48 hours.
- Staff are informed not to ask a child leading questions or attempt to investigate themselves as this may jeopardise other lines of investigation.

- Staff who are involved in the allegations must have regard to confidentiality and sensitivity.
- The setting must inform Ofsted of any allegation of abuse as soon as it is reasonably practicable or at latest within 14 days of the allegation being made (EYFS Safeguarding and Promoting Children's Welfare page 22).
- Staff must be aware not to make promises that they cannot keep, listen to what the child has to say, not make a judgement and ensure that the child is safe and comfortable.

Allegations against a member of staff / volunteer

- What is your procedure if an allegation is made against a member of staff?
- Will the allegation result in temporary suspension with pay, while an investigation takes place?
- Who will inform Ofsted of the allegation if the allegation is made against the Registered Person?
- Will you follow the procedures laid out in the section dealing with allegations, after taking these points into account?
- Include relevant contact numbers in your policy
 Social Care Team(Central Duty Team) 01942 828300
 Social Care Team (Central Duty Team) Out of Hours 01942 828777
 Ofsted 03001231231 (new Ofsted no. March 2010)
 Police 0161 872 5050
 LADO – Local Authority Designated Officer Kath Vereycken 01942 486034 out of hours 01942 828300
- Retaining information for a reasonable period of time after the child or staff member has left the setting.

Date created

Date updated

Related Policies

- Uncollected child
- Missing Child
- Suitable People
- Outings and Visits
- Staff Disciplinary and Grievance Policy
- Complaints
- Confidentiality

For more information...

- EYFS Practice Guidance page 14, 15
- EYFS CD ROM
- WSCB Child Protection document
- What To Do If You Are Worried A Child Is Being Abused (DFES 2006)
- Working Together To Safeguard Children (HM Government)
- Requirements for the Childcare Register: Childminders and Home Child Carers Ofsted ref 080161
- Requirements for the Childcare Register: Childcare providers on non domestic or domestic premises. Ofsted ref 080143

Web links

www.everychildmatters.gov.uk

www.ecm.gov.uk/caf

www.isa-gov.ork.uk

Additional duties under national legislation:

- Every Child Matters,
- Data Protection Act 1998,
- Children Act 2004,
- Human Rights Act 1998, Crime and Disorder Act 1998,
- Common law 'duty of confidence',
- The Education Act 2002, Working Together to Safeguard Children 2006,
- What To Do If You Are Worried A Child Is Being Abused

- National Framework for Children, Young People and Maternity Services Standard 5, Framework for the Assessment of Children in Need,
- The Sexual Offences Act 2003.

Ofsted are the registering, inspecting and enforcing body for childcare, and as such, they alone, have the final say on the suitability of persons, premises and the number of childcare places that can be offered therein. Therefore, any information provided by Children and Young Peoples Services (CYPS) should be used as a guide only