Safeguarding Policy 
incorporating 
Child Protection 

Policy Consultation & Review 

This policy will be made available to all members of the Centre community in hardcopy or electronically. We also inform parents and carers about this policy when they engage with the services we offer.

This policy will be reviewed in full by the Governing Body on an annual basis.

Presented to Governors 27 January 2014.  
(Amendments made 2 June 2014 to reflect appointment of new Head of Children’s Centre)

Amendments made since 2 June 14 shown in red and bold to reflect actions raised by Day Nursery Safeguarding Audit

<table>
<thead>
<tr>
<th>Reviewed by:</th>
<th>Full Governing Body</th>
<th>7 July 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by the Governing Body</td>
<td></td>
<td>7 July 2014</td>
</tr>
<tr>
<td>Signed</td>
<td></td>
<td>Chair of Governors</td>
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<tr>
<td>Next Review Due By</td>
<td></td>
<td>31 January 2015</td>
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</table>
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- Managing Allegations against Staff  
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1. PURPOSE & AIMS

1.1 The purpose of Earlham Early Years Centre’s safeguarding policy is to ensure every child who attends our centre is safe and protected from harm. This means we will always work to:

- Protect our children and young people from maltreatment;
- Prevent impairment of our children’s and young people’s health or development;
- Ensure that our children and young people grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable our children and young people to have optimum life chances and enter adulthood successfully.

1.2 This document sets out the overarching Centre policy and procedure to be followed to safeguard children accessing services provided by this Centre.

1.3 The core services at this Centre are provided by a number of different organisations for example the Nursery School, the Day Nursery, and the Children’s Centre. This policy and procedure acts as the overarching guidance for the Children’s Centre.

1.4 All parties must be familiar with the content of this document. This document does not replace existing agency or single organisation policies, but acts as a shared document to clarify safeguarding roles and responsibilities within this Centre in which a number of different services and organisations deliver services.

1.5 This policy gives clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our centre.

1.6 Earlham Early Years Centre fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children accessing our services. The elements of our policy are prevention, protection and support.

1.7 All staff and volunteers must recognise their legal duty to safeguard and promote the welfare of children. This policy applies to all children, staff, parents & carers, the Governing Body, the Community Advisory Committee, volunteers and visitors.

1.8 This policy has been written in accordance with:
- Norfolk Safeguarding Children Board Procedures & Protocols
- Working Together to Safeguard Children, DCSF, March 2010
- Sure Start Children’s Centres Statutory Guidance, DCSF, 2010
- Statutory Framework for the Early Years Foundation Stage, DCSF, May 2008
- Safeguarding Children & Safer Recruitment in Education, DfES, 2007
- Governance Guidance for Sure Start Children’s Centres and extended schools, DfES 2007
- Sure Start Children’s Centres Practice Guidance, DfES 2006
- Sure Start Children’s Centres Planning & Performance Management Guidance, DfES
2. OUR ETHOS
2.1 The child’s welfare is of paramount importance. Earlham Early Years Centre has established and will maintain an ethos where children and their families feel secure, are encouraged to talk, are listened to and are safe. Children are able to talk freely to any member of staff if they are worried or concerned about something.

2.2 All staff and regular visitors know how to recognise indicators of harm or a disclosure from a child and will know how to manage this. We will not make promises to any child or adult and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

2.3 Through the services we offer, we provide activities and opportunities that equip our children and their parents/carers with the skills they need to keep children safe. This is also extended to include material that will build children’s self-esteem, self-awareness and confidence.

2.4 At all times, we work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

3. ROLES AND RESPONSIBILITIES
3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our centre to ensure that they carry out the requirements of this procedure and at all times work in a way that safeguards and promotes the welfare of all of our children.

The Governing Body
3.2 The Governing Body of Earlham Early Years Centre is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our children, we also have a named person who champions safeguarding within the setting.

3.3 The Governing Body will ensure that:

- The Safeguarding Policy is in place and is reviewed annually and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures;

- A member of the Senior Leadership Team is designated to take the lead responsibility for safeguarding and child protection;

- All staff have undertaken appropriate child protection training;

- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;

- Safer recruitment practices are followed in accordance with the requirements of Safeguarding Children and Safer Recruitment in Education, 2007.
• They remedy, without delay, any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4 The Governing Body will receive a safeguarding report that will record training that has taken place, the number of staff attending and any outstanding training requirements for the staff at the Centre. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual children or their families.

The Senior Leadership Team
3.5 At Earlham Early Years Centre the Senior Leadership Team is responsible for:
• Identifying a member of the senior leadership team to be the Senior Designated Person for safeguarding (SDP);
• Ensuring that policies adopted by the Governing Body are fully implemented and followed by all staff;
• Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures.

The Senior Designated Professional (SDP)
Every service or organisation that regularly delivers services to children and families in the Centre must have a dedicated person to act as the lead on all safeguarding children issues. This person would be the Senior Designated Professional for Safeguarding (SDP). Currently, this person is Donna Chappell, Head of Children’s Centre.

3.6 Any concern for a child’s safety or welfare will be recorded in writing and given to the SDP. Through appropriate training, knowledge and experience our SDP will liaise with Children’s Services and other agencies where necessary, and make referrals of suspected abuse to Children’s Services.

3.7 The SDP at Earlham Early Years Centre will represent our centre at child protection conferences and core group meetings and will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. Where appropriate, the relevant key person for the child subject to child protection proceedings may attend these meetings as well as, or on behalf of the SDP.

3.8 The SDP will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

3.9 The SDP will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and staff have received single-agency training which has been accredited by Norfolk Safeguarding Children Board.

3.10 The staff and other adults working with the children are responsible for:
• Actively protecting children they work with, including challenging parents and carers in the inappropriate handling of their child’s behaviour e.g. smacking or
where parents are suspected to be under the influence of alcohol or drugs (if it is judged safe to do so).

- Following the established procedures.
- Immediately reporting and recording causes for concern to the SDP or their deputy.
- Providing written records stating the names of staff involved, children and date and time concerns were noted, reporting exactly what was seen and heard, this should be recorded as early as possible.
- Reporting any concerns about staff.
- To write reports as required for case conferences and core group meetings. (These must be shared with parents prior to meeting)
- Attending case conferences and core group meetings when asked to do so (staff will be given support in this).

4. PROCEDURES

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Designated Professional for Safeguarding</td>
<td>Donna Chappell</td>
<td>454271 ext 118</td>
</tr>
<tr>
<td>Alternate Senior Designated Professionals</td>
<td>Sara Wilson</td>
<td>454271 ext 108/110</td>
</tr>
<tr>
<td></td>
<td>Mary Harrold</td>
<td>454271 ext 108/123</td>
</tr>
<tr>
<td></td>
<td>Kerry Claxton</td>
<td>454271 ext 103</td>
</tr>
<tr>
<td>Head of Children’s Centre</td>
<td>Donna Chappell</td>
<td>454271 ext 118</td>
</tr>
<tr>
<td>Named Safeguarding Lead from Governing Body</td>
<td>Jon Humphreys</td>
<td>07939013003</td>
</tr>
</tbody>
</table>

4.1 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1).

4.2 The Senior Designated Professional (SDP) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our centre. If the SDP is not available, the alternate SDP should be contacted regarding any concerns.

4.2 When new staff, volunteers or regular visitors join our centre they will be informed of the safeguarding arrangements in place. A copy of our safeguarding policy leaflet is readily available in Reception. The Senior Designated Professional for Safeguarding is clearly identified in the Reception area, as are the other Designated Professionals who may be contacted in the absence of the SDP. In the event of any staff, volunteer or visitor having any concerns, they will also be
provided with the recording form, given information on how to complete it and who to pass it to.

4.3 Every new member of staff or volunteer has an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our centre and the remit of the role of the Senior Designated Professional.

4.4 New staff who have not had any child protection/safeguarding training or staff who have had training more than three years ago will be provided with a comprehensive introduction to our safeguarding policy and procedures and will receive basic training at the earliest opportunity.

4.5 All regular visitors and volunteers to our centre will be given a set of our safeguarding procedures; they will be informed of who our SDP and alternate staff members are and what the recording and reporting system is. (Appendix 2).

4.6 When parents and carers access our services they will be informed that we have a safeguarding policy. A copy will be provided to parents on request. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children’s Services.

5. TRAINING
5.1 All members of staff will undertake appropriate safeguarding training every three years. The SDP, the alternate designated members of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children Board at least once every two years.

5.2 Our Governing Body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our centre.

5.3 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed on http://www.nscb.norfolk.gov.uk. The SDP will also provide regular safeguarding updates for staff.

6. CHILD PROTECTION CONFERENCES
6.1 From time to time staff members may be asked to attend a child protection conference on behalf of the centre in respect of individual children. In any case, the person attending will need to have as much relevant up to date information about the child as possible. This should be sought from key staff working with the family.
6.2 Children’s Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

6.3 Staff may be required to attend child protection conferences or core group meetings to represent the centre. These staff will have access to the guidance outlined in Working Together to Safeguard Children, 2010 and can apply to attend the Norfolk Safeguarding Children’s Board Child Protection Conference training which can be booked via the NSCB website: http://www.nscb.norfolk.gov.uk.

6.4 All reports for child protection conference will be prepared in advance using the guidance and report template provided by NSCB. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child’s physical, emotional and intellectual development and the child’s presentation at Nursery and while attending/accessing the services provided by the Centre.

6.5 Clearly, child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children’s Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

7. RECORDS AND INFORMATION SHARING

7.1 If staff are concerned about the welfare or safety of any child at our centre they will record their concern on the agreed reporting form (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the SDP without delay who will take appropriate action.

7.2 If a member of staff does not feel that the concerns they have raised have been appropriately responded to they should talk to the SDP or their line manager in the first instance. If a member of staff is still unhappy with the response they have received and feels that a child is at risk of or is suffering harm, they should make a child protection referral themselves by telephoning 0344 800 8020. In these circumstances, the member of staff should also use the centre’s whistle-blowing procedures.

7.2 In Nursery School and Day Nursery any information recorded will be kept in a separate named file, in a secure cabinet. Children’s Centre safeguarding information is stored securely on the family file. These files will be the responsibility of the SDP. Child protection information will only be shared within the centre on the basis of ‘need to know in the child’s interests’ and on the understanding that it remains strictly confidential. The Centre’s Information Sharing Policy will be applied.
7.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child’s life.

7.4 If a child leaves our centre, we will make all possible efforts to make contact with any services the child is now accessing in order to forward relevant safeguarding information in an appropriately agreed manner.

8. SAFER RECRUITMENT
8.1 We will ensure that the Head of Children’s Centre and Head of Nursery have completed appropriate safer recruitment training accredited by the Children’s Workforce Development Council. At all times the Heads of Nursery and Children’s Centre and the Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of Safeguarding Children and Safer Recruitment in Education, 2007.

8.2 At Earlham Early Years Centre we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to the confirmation of any appointment. We will question the contents of application forms if we are unclear about them, we will undertake enhanced Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children. All potential employees are required to complete a Warner Interview or answer value and behaviours style questions as part of the recruitment process.

8.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

9. SAFER WORKING PRACTICE
9.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

9.2 All staff will have access to and be expected to know our Code of Conduct and policy for positive handling. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to.

9.3 If staff, are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in the centre, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open. A thorough risk assessment should be undertaken where staff are undertaking a personal hygiene task to ensure safe practices are in place.
It is the policy of this Centre that visitors, parents, volunteers and new recruits whose suitability checks are incomplete will not work alone in a separate room with children other than their own.

9.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in Safer Working Practices for Adults who work with Children and Young People, DCSF, March 2009.

10. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS
10.1 Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for our children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

10.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

10.3 We will take all possible steps to safeguard our children and to ensure that the adults in our centre are safe to work with our children. We will always ensure that the Norfolk Safeguarding Children Board Protocol 27: Allegations Against Staff, Carers and Volunteers is adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted on 01603 223473.

10.4 If an allegation is made or information is received about an adult who works in our setting which indicates they are unsuitable to work with children, the member of staff receiving the information should inform the Centre Manager immediately. Should an allegation be made against the Centre Manager, this will be reported to the Chair of the Governing Body without delay.

10.5 Neither the Heads of Centre nor any other member of staff will investigate these matters. The Heads of Centre will seek advice from the LADO and Human Resources personnel at the earliest opportunity.

10.6 Please refer to the Centre’s Whistleblowing Policy (available in the Office or in the Policy Folder in each Room).

11 RELEVANT POLICIES
11.1 To underpin the values and ethos of our centre and our intent to ensure our children / young people are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Anti-Bullying
- Behaviour Management
- Staff Code of Conduct
- Whistle-blowing
- Attendance/Registration
- Appropriate Use of Technology
Health and Safety including site security
• Equal Opportunities
• Administering Medicines
• Intimate Care
• Nappy Changing
• First aid
• Safe Use of Mobile Phones

12. Useful Information:

Local Authority Designated Officers:
Grace Cheese: 01603 223473
Sally Sinclair: 01603 223006

Consultation Line 0344 800 8020
To make a child protection referral (MASH Team): 0344 800 8020
For professional advice on managing the safeguarding function: Please contact your area Early Years Team

This policy has been devised in accordance with the following legislation and guidance:

• DCSF, Sure Start Children’s Centres Statutory Guidance, March 2010;
• DfES, Governance guidance for Sure Start Children’s Centres and extended schools, 2007;
• DfES and DH, Sure Start Children’s Centres Practice Guidance, 2006;
• DfES, Sure Start Children’s Centres Planning and Performance Management Guidance, 2006. DCSF,
• Statutory Framework for the Early Years Foundation Stage, May 2008;
• Working Together to Safeguard Children, DCSF, 2010
• Safeguarding Children and Safer Recruitment in Education', DfES 2006
• Protocol 27: Allegations Against Staff, Carers and Volunteers, Norfolk Safeguarding Children Board
• Safer Working Practices for Adults who work with Children and Young People, DCSF, 2009.
Appendix 1: Recording Form for Safeguarding Concerns

Do NOT delay in recording the child’s disclosure as factually and accurately as possible.
Staff, volunteers and regular visitors are required to complete this form and pass it to Felicity Thomas if they have a safeguarding concern about a child in our school.

<table>
<thead>
<tr>
<th>Full name of child</th>
<th>Date of Birth</th>
<th>Tutor/Form group</th>
<th>Your name and position in school</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

**Nature of concern/disclosure**

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said

<table>
<thead>
<tr>
<th>Was there an injury?</th>
<th>Yes / No</th>
<th>Did you see it?</th>
<th>Yes / No</th>
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</table>

Describe the injury:

Have you filled in a body plan to show where the injury is and its approximate size? Yes / No

Was anyone else with you? Who?

Has this happened before? Did you report the previous incident?

Who are you passing this information to? Name: Date: Position: Time:

Your signature: Date:
<table>
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<tr>
<th>Action taken by SDP</th>
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</thead>
<tbody>
<tr>
<td>Referred to</td>
</tr>
<tr>
<td>Parents informed?</td>
</tr>
<tr>
<td>Feedback given to</td>
</tr>
<tr>
<td>Full name:</td>
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<tr>
<td>SDP Signature:</td>
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Body Map

Young Child
Older Child
Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.

We all have a statutory duty to safeguard and promote the welfare of children, and at Earlham Early Years Centre we take this responsibility seriously. At Earlham Early Years Centre we strive to safeguard and promote the welfare of all of our children.

If you have any concerns about a child or young person in our centre, you must share this information immediately with our Senior Designated Professional or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from the Office. Please ensure you complete all sections as described.

If you are unable to locate any of the designated professionals ask a member of the office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child’s foster carer or a volunteer should be reported immediately to the Head of Centre. If an allegation is made about the Head of Centre you should pass this information to the Chair of the Governing Body.

The people you should talk to in the Centre are:

Senior Designated Professional: Donna Chappell
Location of office: Children’s Centre
Contact Number: 01603 454271 (ext 118)

Alternate Designated Professional: Sara Wilson (3 years and over)
Location of office: The Den Office
Contact Number: 01603 454271 (ext 108 AM ext 110 PM)

Alternate Designated Professional: Mary Harrold (under 3’s)
Location of office: The Den Office/Otter Room
Contact Number: 01603 454271 (ext 108/123)

Alternate Designated Professional: Kerry Claxton
Location of office: Main Office
Contact Number: 01603 454271 (ext 103)

Chair of Governing Body: Andy Verney
Contact Number: 07971130834

Safeguarding Governor: Jon Humphreys
Contact Number: 07939013003