

SAFEGUARDING POLICY

We believe that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to the protection of the children in our care. Safeguarding children is everyone's responsibility, and a child's needs must come first.

We will ensure that children are kept safe by:

- Adhering to the **'Your Role and Responsibility in Child Protection/Safeguarding Children' guidelines. (Worcestershire Safeguarding Children Board (WSCB)).**
- Ensuring every single member of staff undertakes Safeguarding training before the playscheme starts.
- Ensuring every single staff member, volunteer and visitor reads this policy.
- Issuing these guidelines to all staff members and discussing these during the staff induction week and reinforcing this policy half way through the playscheme period.
- Ensuring that all parents/carers are aware of our Safeguarding Policy.
- Ensuring that all Playleader's, Playworker's and where possible, all volunteers undertake Child Protection training in the week before the start of the Playschemes.
- Ensuring all staff, students and volunteers have had a full and up to date Criminal Record Bureau check before they start at the playscheme.
- The Playscheme will take appropriate action in relation to the findings of any allegations of abuse, consistent with it's duties to protect the safety of children and uphold fair processes for staff, students and volunteers.
- A copy of 'Your Role and Responsibility in Child Protection/Safeguarding Children' guidelines. (Worcestershire Safeguarding Children Board (WSCB) will be kept on the premises at all times.
- The Development Officers (Inclusion) managing the playschemes and its staff are fully trained to safeguard children. The Development Officers (Inclusion) should always call upon a Childcare Development Officer at all times for Safeguarding issues to support both the setting staff and the Development Officers (Inclusion). Any Childcare Development Officer should be notified immediately and all processes taken should be relayed to the Childcare Development Officer.
- There is always one named staff member at each playscheme that will be the nominated Child Protection Officer, and they will be responsible for liaising with Children's Social Care, WSCB and with Ofsted immediately, in all child protection situations. They will have suitable experience and training in this field.
- We continue to work closely with Children's Social Care as the majority of our children referred to us have a named social worker to ensure cohesion of safeguarding for the children. The contact details for these social workers will be made available to the staff to directly contact a social worker for a child in an emergency.
- From October 2009 we will register with the Independent Safeguarding Authority (ISA) who will make decisions about who will be barred from working with children. This is a phased approach and we will go through this process in due course.

Playschemes Processes for Safeguarding:

- Our staff will never work on their own. We always maintain a policy of working in two's at all times and Playleaders must ensure they manage their staffing team so that they are always able to work in at least groups of 2 staff members together, never on their own. Volunteers will also

never work alone and will always be supervised and allocated to a staff member to shadow and support.

- Leaders will take down **the number and date of issue** of staff and volunteer's CRB checks on the first day of working as evidence of having seen their check. CRB checks will be renewed where staff have had a break in their employment, from Easter playschemes to Summer for example.
- The Safeguarding Folder will be kept in a separate locked storage box, away from other general playscheme paperwork with access to it, only for those that need to access it. This folder must be given by hand from the Child Protection Officer to the Development Officer (Inclusion) at the end of the playscheme.
- Every staff member will have references taken up by HR at County Hall and staff will not be employed until adequate references have been received. Volunteers must ask a professional person known to them to write them a reference upon application and will go through an informal interview process and induction process before they are taken on.
- Every visitor to the playscheme setting must sign in and out of the premises. Anyone not known to playscheme staff must show their ID badge. Any workmen or callers to the playscheme with ID badges will have a phone call made to their head office to confirm their identity by the playscheme staff before they are allowed on the premises. If playscheme staff are unable to gain adequate confirmation of a visitors identity or are unsure about the visitor in anyway they must not allow the visitor to enter, and should contact the school's caretaker asking the visitor to return out of playscheme hours to liaise with the caretaker.
- No unauthorised person or visitor will have unsupervised access to the children.
- All playscheme staff will understand everyone has a responsibility in ensuring children at the playscheme are safeguarded. All staff will ensure children are given skills to develop and understanding of how to stay safe and play safe, according to the Every Child Matters Agenda.

Grievance Processes regarding safeguarding:

- Leaders will display posters with details of Ofsted's contacts to complain, with the Family Information Service's contact for support for parent/carers in complaining and the Inclusion Team's contact to complain directly to the Development Officers (Inclusion) if parents or carers wish to complain about actions at the playscheme, which may include an allegation of abuse.
- Staff will follow the 'Your Role and Responsibility in Child Protection/Safeguarding Children' guidelines (Worcestershire Safeguarding Children Board (WSCB) when an investigation of complaint is made that a staff member or volunteer has abused a child.
- Staff will follow recording procedures when investigating an allegation of abuse and will follow these procedures for suspicions of abuse too.
- We will all acknowledge that abuse of children can take place in different forms from Physical, Emotional, Sexual and Neglect as per our Safeguarding training.
- Staff will never carry out investigations themselves or make any decisions themselves, but instead, will gather information objectively. Staff will not influence outcomes of investigations.

Process for a child disclosing information:

1. Staff to offer reassurance to the child in the form of a smile, or reassuring pat on the shoulder, but to never tell a child they will 'sort it out', 'make everything better' and 'resolve it'.
2. Listen to the child, and
3. Explain the action they will take
4. Staff should not question the child but,

5. Immediately record the information disclosed to them,
6. Child's name, address, date of birth, date and time of observation of the disclosure, objective record of the observation or disclosure, the exact words the child spoke, the name of the person to whom the concern was reported, the date and time of report and the name of any other person present at the time of the disclosure. This must be recorded on Disclosure form for Safeguarding in Safeguarding Folder.
7. Staff to sign the record above and date it and give it to the Child Protection Officer immediately to place it in the confidential Safeguarding Folder, of which, is stored securely and separately.
8. Child Protection Officer should immediately contact a Childcare Development Officer for support whilst;
9. Child Protection Officer should follow the steps outlined in this procedure immediately and should use this procedure as a tick list of tasks to be undertaken and should;
10. Inform the parent/carer of child that made the disclosure unless the disclosure made was about them.
11. The disclosure should be kept confidential but shared with those that need to know. If the child has an allocated social worker from Children's Social Care, the Child Protection Officer should inform them immediately of the disclosure, and ensure the staff member witnessing the disclosure discusses the disclosure first hand to the social worker.
12. Staff must continue to welcome the child and family into the playscheme whilst investigations are being made in relation to abuse. Care and safety of the child will be paramount.
13. If the child does not have an allocated social worker, the Child Protection Officer will immediately disclose all concerns to Children's Social Care on 01905 768054 (out of hours number is 01905 768020 for evenings and weekends) and then follow up this call by completing a multi agency referral form [See form in Safeguarding Folder]
14. Child Protection Officer will immediately contact Ofsted on 08456 404040 to inform them of the disclosure.
15. Child Protection Officer should contact the Early Years and Childcare Service Childcare Development Officers, instead of the Development Officers (Inclusion) for assistance in this process every time on 01905 790550.
16. Child Protection Officer should notify the Development Officer (Inclusion) to notify them these processes are being undertaken.
17. Child Protection Officer with a Childcare Development Officer's support, should notify Alan Ferguson (Children's Services Safeguarding Officer) at Worcestershire County Council and inform him of the process.
18. Child Protection Officer must follow the steps given to them by Ofsted, Children's Social Care, Childcare Development Officer and the Police and must record all steps taken and conversations made.

Process for an allegation of child abuse against a staff member or volunteer:

1. Staff member that knows of the allegation should respect the staff member involved and protect the children.
2. Allegation of abuse against the staff member should be kept strictly confident, people authorised to know are the leader / deputy of the playscheme, the Child Protection Officer and the Development Officers.
3. The person notified about the allegation against the staff member should not investigate the allegation themselves but,

4. Immediately complete the form in the Child Protection folder 'Handling and Recording Allegations or Complaints Against a Member of Staff'.
5. Record the name and position of the staff member who had the allegation made against them.
6. If it was made via a complaint, the complaints record should be immediately completed.
7. Staff member should Identify who made the complaint – was it first hand or a concern from someone else? You must receive the information about the complaint first hand. The complaint may come from Children's Social Care, Police or Ofsted.
8. Immediately record the full name, age and date of birth of the child, the address at which the child lives, and the date/s the allegation is alleged to have occurred.
9. Immediately check the register to see if the child and staff were at playscheme on the day of the allegation.
10. If the allegation/complaint was in writing, attach it to the form.
11. Write any other information objectively. Only write facts. Include any other minor concerns that may have arisen regarding the staff member.
12. The Allegation should be made immediately on the same day to Children's Social Care on 01905 768054 or out of office hours on 01905 768020 for evenings and weekends, it must also be made to Ofsted on 0845 404040 and a Childcare Development Officer 01905 790500 must also be called to offer guidance on taking the steps outlined in this process. The Development Officer for Inclusion should be notified the steps are being taken.
13. Staff member must make a note of who they speak to when they contact these bodies, and any actions they advise you to take as well as the date/time you implement them.
14. The Inclusion Team, Development Officers (Inclusion) will ring HR for advice on dealing with the staff member and may suspend the staff member/volunteer during the period of investigation, the reason for the suspension will be confidential.
15. The Authorised people and/or the person alerted to the allegation should not discuss the allegation with the member of staff concerned, unless advised to do so with Children's Social Care.
16. Authorised people should encourage the staff team to cooperate with any investigation in any way they can and act impartially.
17. If the Police and Children's Social Care decide not to investigate, Ofsted are likely to conduct their own investigation to ensure the playscheme staff are following the playschemes policies and procedures.
18. Once all investigations are completed, the playscheme will implement Worcestershire County Council's disciplinary proceedings to determine the future of the member of staff.

Support for Child Protection Officer and Staff members:

- The Development Officers (Inclusion) should be notified of any steps being taken but should not get involved in the steps above. However the Childcare Development Officers must be contacted immediately for any process above to offer guidance and support.

Safeguarding Concerns:

- Playscheme ethos is that concerns are shared, monitored and recorded.
- Leader/Deputy/Child Protection Officer should take all necessary steps leading up to making a referral.
- If the Child Protection Officer is unavailable or absent, the leader/deputy will take on the role. All of whom will have adequate training in Safeguarding children before playscheme starts.

- Any information that must be shared to ensure a child is safeguarded should be shared with all necessary staff.
- Confidentiality will be managed by ensuring the Child Protection Folder is stored securely, separately from other folders with access only from the leader/deputy/Child Protection Officer. Staff will ensure confidentiality is maintained whenever necessary and leaders should ensure they support their staffing team in this.
- It is good practice to share any initial concerns with the child's parents/carers, **if we consider it appropriate**, as there may be a perfectly innocent explanation for changes, which we have observed, for example: A sudden change in behaviour could be due to the death or illness of a close family member or a pet. Weight loss and/or failing to thrive could be symptoms of an illness. An injury could have been inflicted accidentally by a sibling or another child.
- When a child arrives with an existing injury, we will ensure staff complete the 'Existing Injury Form' with the child's parent/carer.

When making a referral you will need to provide the following information:

- The name, address, date of birth, ethnic origin, and gender of the child, and if applicable, any disability or special need that the child may have.
- Who has parental responsibility for the child?
- The names and dates of birth of siblings or other children in the household (you may not have this information of other children do not attend the Playscheme).
- The names and contact telephone numbers of parents, and other carers or close family members if known.
- The name, address and telephone number of the child's Doctor and Health Visitor if applicable.
- The nature of the injuries observed, and or the reasons for the concerns.
- Whether or not English is the parent's/child's first language, and if not, what is.

CONTACTS FOR STAFF ONLY:

Children's Services Access Centre	01905 768054
Out of Office Hours	01905 768020
Ofsted	08456 404040
Early Years and Childcare Service	01905 790550

CONTACTS FOR PARENTS/CARERS ONLY:

Children's Services Access Centre	0845 607 2000
Out of Office Hours	01905 768020
Ofsted	08456 404040
Family Information Service	01905 790560
Inclusion Team (Playscheme Managers)	01905 790558

Playschemes whistle blowing ethos:

- Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion.
- Each staff member and volunteer should be supported by their leader and Development Officer in ensuring good communication for any concerns they might have, which meets the terms of the Public Interest Disclosure Act 1998.
- Playscheme staff who use whistle blowing procedures should be made aware that their employment rights are protected.

- Playscheme staff should ask to speak to their Child Protection Officer/Leader/Deputy or Development Officer if they have any concerns.
- Concerns should be taken by the Child Protection Officer/Leader/Deputy or Development Officer sensitively who will support them and appreciate them for making the concern.
- Concerns should be recorded in the Incident sheet and stored in the Child Protection Folder.
- Child Protection Officer/Leader/Deputy or Development Officer should reassure staff or volunteers that there will be no repercussion for them voicing their concern.
- Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of the Child Protection Officer/Leader/Deputy or Development Officer and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

In accordance with the Foundation Stage to take necessary steps to safeguard and promote the welfare of children, the playscheme will ensure:

- Leaders and Deputies organise an Activity Timetable leaflet, which will be sent to all parent/carers for their children before the playscheme starts. This will detail the activities provided for the children, the types of resources on offer to encourage imaginative play and the entertainment or opportunities on offer for the children each day. These will be age and ability appropriate for the children and will support the needs and disabilities of each child ensuring every child is included.
- This information will detail the routines of the provision for each day. To support this information, leaders and deputies will ensure there is a timetable of routines available on the wall at the playscheme for parent/carers and children and a routine visual timetable for all children that require it.
- This information will detail food and drink provisions, ensuring that children arrive each morning with a healthy lunchbox, which will not be stored in the fridge, so should be brought with ice packs. Parent/carers will be notified that fresh fruit and veg will be available at snack times, and fresh covered water will be available freely throughout the day for the children.
- Leaders and Deputies will ensure they introduce parent/carers and children to their key worker each day. Details of the staffing of the provision will be displayed on the walls at the playscheme, showing playscheme leaders, deputies, playworkers and volunteers.
- Copies of the policies and procedures will be kept on the admin desk where Parent/carers sign in for them to read at their own leisure. Any parent/carer that wishes, may have a copy of these on CD to take home to read.
- The children's Passports to Play include information that will promote the welfare of the children as it asks for information on children's emergency contact numbers, dietary requirements, food allergies, health requirements and it will in September 2008 also include information about who has legal contact with the children and who has parental responsibility for the child, according to the Foundation Stage requirements.
- All staff will ensure the children's communication diary is completed every session which will detail any development the child has achieved as well as the emotional state of their child and the activities the child enjoyed that day. This diary should be given to the parent/carers at the end of the playscheme as a record of their child's development over the playscheme period.