



Registered Charity Number 1122298 OFSTED Number EY372502

SAFEGUARDING CHILDREN POLICY AND PROCEDURE

This policy and procedure has been adopted by Grove Cottage through its Trustees Committee which remains responsible for its review.

Original signed version is kept at the Grove Cottage office.

Signed: *Kevin Davis*

Date: 03/03/2020

Name: Kevin Davis

Chair of Trustees

Reviewed March 2020

Next review: March 2022

SAFEGUARDING CHILDREN POLICY AND PROCEDURE

1. GUIDANCE

We comply with the procedures approved by the Local Authorities. We intend to create an environment protecting children from maltreatment preventing impairment of children's health or development. Insuring that children grow up in circumstances consistent with the provision of safe and effective care. Taking action to enable all children to have the best outcomes. Any suspicion of abuse is promptly and appropriately responded to. In order to achieve this, we will adhere to the following Acts and Legislation: -

The Prevent Duty (Counter Terrorism and Security Act) 2015

Working Together to Safeguard Children 2018

Children's Act 1989, 2004

Children and Families Act and SEND Code of Practice 2014

EYFS Documentation 2017 (updated 2018)

Protection of Children Act 1999

Every Child Matters 2003

General Data Protection Regulation 2018

2 RESPONSIBILITIES

The Safeguarding Lead is;	
Kevin Davis . Chair of Trustees	Mobile; 07881 958844
Email;	safeguarding@mencapgrovecottage.org
Designated Senior Person	JOCELIN WARREN, OPERATIONS MANAGER
Email:	om@mencapgrovecottage.org Mobile; 07482 535020
Designated Senior Person	MARIA SIMS, NURSERY MANAGER
Designated Deputy Nursery	JO FROST, SENCO
Email	nursery@mencapgrovecottage.org mobile 07734 257223
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The following information is designed to provide some general guidance and principles, which must be adhered to by all Trustees, staff and volunteers when undertaking work wither paid or voluntary on behalf of Grove Cottage.

2.1 RECRUITMENT

All applicants for work within Grove Cottage, whether voluntary or paid, will be interviewed before an appointment is made. During this process applicants will be asked if they or any of their family or partner has had any allegation made against them, this information may not necessarily prevent them from working at Grove Cottage. However, if allegations have been made against the applicant the position can be refused. They will be asked to disclose any convictions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment within the setting).

No one will have unsupervised contact with the children, teenagers or adults, until their records have been checked.

All applicants will be checked by the Disclosure and Barring Service. This will be checked every three years. Staff will also be asked to join the update service. People under the new definition of a "Regulated activity" will continue to be eligible for an enhanced disclosure with a barred list check.

All applicants will have to provide two references to support their application. One from a personal friend who has been known to them for at least two years, and one from their previous employer. These references will be checked by the Manager who will sign to say she has personally spoken to the referees and sought explanations if this is deemed to be necessary. No reference will be accepted unless it contains a hand-written signature.

In the case of a new manager being appointed this procedure will be carried out by Grove Cottage Board of Trustees.

This information will be recorded and kept in a personal file for each member of staff. Their disclosure number, date of disclosure and name of who obtained this information will be stored on a data base in a locThe disclosure number will also be stored on the Single Central Record form. DBS checks will be carried out every three years.

This complies with the EYFS Safeguarding requirements of the 'provider taking necessary steps to safeguard and promote the welfare of children' [EYFS, 2017]

3. SAFEGUARDING CHILDREN AND YOUNG PEOPLE AT RISK

All visitors to the premises will need to sign in and out with their ID checked on arrival. (Any delivery personnel that come to the setting will have to stay outside of the nursery room). They will be shown a card with a brief explanation of the fact that they will have to put their mobile phone and keys in a box in the kitchen until they leave. That they will not be able to be left alone with the children and will not be able to accompany children to the changing room or be involved in any toileting of the children.

Staff members will not be able to carry out any intimate care procedures with the members if they are not in possession of a current DBS, that relates to their job at Grove Cottage. Staff without a DBS will also be shadowed until such time when the DBS is received and references successfully checked to the satisfaction of the D.S.P.

All children, teenagers and adults at Grove Cottage will not be obscured from the view of staff and must usually be within sight and hearing of staff and always within sight or hearing.

All staff will undergo Safeguarding training with all areas of abuse are made aware to them. The main areas of abuse being: -

Physical abuse, Sexual abuse, FGM, Emotional abuse, Neglect and Domestic Abuse and all staff are aware of radicalisation.

Staff through this will be trained to “recognise, respond and refer” as per Herts LCSB

4. RESPOND APPROPRIATELY TO SUSPICIONS OF ABUSE

The first concern will be the child or teenager. Changes in behaviour/appearance will be investigated and observed. The child, teenagers name, address, age, dates and times of observations will be noted on the observation records. All records will be kept confidential and kept in the lockable filing cabinet. However, Ofsted will need to be informed of any incidents within one day along with any paper work.

The child, teenager, will be reassured and helped to understand that they themselves are valued and respected.

Continued support will be given to the family, while the situation is investigated.

Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will be taken up with Children’s Services who’s contact details are:-

Children’s Services : 0300 123 4043

We can also refer to the **Multi Agency Safeguarding Hub (MASH)**, a multi-agency team working alongside the Customer Service Centre Team. Cases are referred to the MASH team where there is a clear child protection concern.

In extreme cases where immediate action is required the police must also be called, and the child, teenager, must remain at the setting with two members of staff.

Police telephone: 999

5 ALLEGATIONS

If any allegation is made against a member of staff or volunteer we note down the date, against whom the allegation is made, who it was made by, the content of the allegation and the names of any witnesses only. This information is then passed immediately to the LADO (local authority designated officer) of whom there are two and they will investigate the matter. Their number is always on view on the brown card displayed in the changing room and by the telephone in the passage. Please complete a Hertfordshire LADO referral form within one day

https://hertsscb.proceduresonline.com/client_supplied/lado_referral_form.doc

Timely consistent, thorough and fair process provides protection for the child, teenager, adult, and support to the subject of the allegation. Enquiries will be conducted by an independent person, not friend or relative, supervisor or colleague. Children will not be repeatedly interviewed or pressed on the matter.

6. WHISTLE BLOWING

Whistle Blowing is a term used for an employee, raising concerns about practices and procedures used in their workplace, without fear of repercussions. This may take place when the person offending is the manager or the designated safeguarding officer. All staff should report any concerns in good faith that they have regarding inappropriate behaviour or actions of colleagues.

If there is need for a member of staff to Whistle Blow they must contact Ofsted with their concerns.

Ofsted Whistle Blowing: - 0300 123 3155

whistleblowing@ofsted.gov.uk

NSPCC Whistle blowing advice Line 0800 0280 285

help@nspcc.org.uk

7. INAPPROPRIATE BEHAVIOUR

Inappropriate behaviour displayed by staff or volunteers, such as excessive “one to one” attention beyond the requirements of their role and responsibilities or inappropriate sexual comments, will not be tolerated. Neither will sharing or inappropriate images in any form. No favouritism must be shown by staff or volunteers at any time to any child or teenager and all must be valued and treated equally.

8. STAFF AND VOLUNTEER SUPERVISION

Supervision should provide opportunities for staff and volunteers to discuss any issues they may have concerning children’s development or wellbeing. Identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness.

Staff and volunteers will be made aware of the policy regarding alcohol and other substances to be found in our Admissions Policy. Also, our policies regarding confidentiality, supervision of children, maintaining of records, following policies and procedures, corporal punishment and the non-use of, or threatening of, punishment that could have an adverse impact on a child’s wellbeing.

We have adopted in accordance with the Department for Education(DfE) the statutory requirements for early years providers.

We aim to demonstrate what this means in practice, we have studied the statutory guidance of July 2017

Democracy: making decisions together

As part of the focus on self-confidence and self-awareness as cited in Personal, Social and Emotional Development:

- Managers and staff and volunteers can encourage children to see their role in the bigger picture, encouraging children to know their views count, value each other’s views and values

and talk about their feelings, for example when they do or do not need help. When appropriate demonstrate democracy in action, for example, sharing views on what the theme of their role play area could be with a show of hands.

- Staff and volunteers can support the decisions that children to make and provide activities that involve turn-taking, sharing and collaboration. All members should be given opportunities to develop enquiring minds in an atmosphere where questions are valued.

Rule of law: understanding rules matter as cited in Personal Social and Emotional development

As part of the focus on managing feelings and behaviour:

- Staff and volunteers can ensure that all of our young members understand their own and others' behaviour and its consequences and learn to distinguish right from wrong.
- Staff and volunteers can collaborate with members to create the rules and the codes of behaviour, for example, to agree the rules about tidying up and ensure that all understand rules apply to everyone.

Individual liberty: freedom for all

As part of the focus on self-confidence & self-awareness and people & communities as cited in Personal Social and Emotional development and Understanding the World:

- Members should develop a positive sense of themselves. Staff and volunteers can provide opportunities for all to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example through allowing children, teenagers and adults to take risks on an obstacle course, mixing colours, talking about their experiences and learning.
- Staff and volunteers should encourage a range of experiences that allow children, teenagers and adults to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions Mutual respect and tolerance: treat others as you want to be treated.

As part of the focus on people and communities, manager feelings and behaviour and making relationships as cited in Personal Social and Emotional development and Understanding the World:

- Trustees, Managers and staff should create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued and children, teenagers and adults are engaged with the wider community.
- Members should acquire a tolerance and appreciation of and respect for their own and others cultures; know about similarities and differences between themselves and others and among families, faiths, communities, cultures and traditions and share and discuss practices, celebrations and experiences.
- Staff and volunteers should encourage and explain the importance of tolerant behaviours such as sharing and respecting other's opinions.
- Staff and volunteers should promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children's, teenagers and

adults experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.

What is not acceptable is:

- Actively promoting intolerance of other faiths, cultures and races.
- Failure to challenge gender stereotypes and routinely segregate girls and boys
- Isolating children, teenagers and adults from their wider community
- Failure to challenge behaviours (whether of staff, children, teenagers, adults or parents) that are not in line with the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.

9. INDUCTION

All new employees will begin with a probation period of three months in which to settle in and understand the standards and rules of the setting. A review will be carried out after two weeks and after one month. During this time, they will be allowed to work fully within the setting.

All new employees will be welcomed and included in discussions about the setting reference our *Employment Policy*.

10 CODES OF CONDUCT

In addition to observing the provisions of this Policy and Procedure, all Trustees, staff and volunteers must complete an *Annual Staff Declaration*.