



## SAFEGUARDING POLICY

---

### Safeguarding children

Hayley Walker is the Designated Safeguarding Lead (DSL) for our setting and charity. We also have Lauren Reece, Kathryn White and Karen Brown as trained DSL who take on this responsibility in the absence of Hayley. We also have Joy Hemmingway who takes responsibility for safeguarding on our Board of Trustees.

The first responsibility and priority is towards the children in our care. If we have any cause for concern we will report it to the relevant bodies and liaise with local statutory children's services (known as Safeguarding Partners) as appropriate following the local procedures. The name of our Safeguarding Partners include social services, Health Visitors and other bodies working with families and the Safeguarding Partners procedures can be found at <http://www.northamptonshirescb.org.uk/>.

We understand that child abuse can be physical, sexual, emotional, neglect, domestic, or a mixture of these, and are aware of the signs and symptoms of these.

We are aware that we must have due regard to the need to prevent people being drawn into terrorism. This is referred to in the Prevent Duty. We are also aware of the signs and indicators of extremism or radicalisation. If I had any concerns I would contact the Prevent Officer in my local area via <https://www.gov.uk/report-terrorism> and my Safeguarding Partners as above.

We are aware of the Department for Education telephone helpline (020 7340 7264) to enable staff and trustees to raise concerns relating to extremism directly. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

We must notify Ofsted of any allegations of abuse that are alleged to have taken place while the child is in our care, including any allegations against management or staff.

We must also ensure that no individual who is unsuitable to work with children has access to a child in my care. We pay regard and understand the safeguarding and welfare requirements of EYFS. We also abide by the national statutory guidance document [Working Together to Safeguard Children 2018](#) and [What to do if you are Worried a Child is being Abused - Advice for Practitioners 2015](#). We also have knowledge and understanding of the Ofsted safeguarding guidance, [Inspecting Safeguarding in Early Years, Education and Skills settings](#) and the documents [Information sharing: advice for practitioners providing safeguarding services](#) and [Keeping Children Safe in Education 2019](#).



## **SAFEGUARDING POLICY**

---

### **Procedure**

We keep up to date with child protection issues and relevant legislation by taking regular training courses. We also access online training from PACEY, the LCSB and the receive the alerts from Ofsted directly.

We follow the procedures outlined in our confidentiality policy. We aim to share all information with parents but in some instances (where there are concerns about a child's wellbeing) we may have to refer concerns without discussing this with parents/carers.

We work together with parents to make sure the care of their child is consistent as per our key worker systems.

Children will only be released from our care to the parent/carer or to someone named and authorised by them. A password agreed between us might be used to confirm identity if the person collecting the child is not previously known to us. Children will not be released into the care of anyone that I have reason to believe is under the influence of drugs or alcohol or under the age of 16.

Parents must notify us of any concerns they have about their child, and any accidents, incidents or injuries affecting the child, which we will record and ask parents to sign.

Unless we believe that it would put the child at risk of further harm, I will discuss concerns with a child's parent if we notice:

- significant changes in children's behaviour;
- deterioration in children's general wellbeing;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's or parents' comments which give cause for concern, including expressing extremist views;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or inappropriate behaviour displayed by other members of staff, or any person working with children. For example inappropriate sexual comments, excessive one-to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.

We will ensure we have at least three relevant contacts for the child, so that we have alternative contact details in the case of unexpected absences.

Where the child fails to attend unexpectedly, we would take all necessary action to attempt to contact their parents. If contact cannot be made after one month, we will visit the home of the child. Any unexpected absence will be reported to the Police, or other safeguarding agency according to individual circumstances. Where a family has a



## SAFEGUARDING POLICY

---

social worker and the child stops attending my setting we are legally obliged to inform their social worker.

We recognise the additional barriers that exist when recognising the signs of abuse and neglect of children who have special educational needs and/or disabilities.

If a child tells a staff member that they or another child is being abused, we will:

- Show that we have heard what they are saying, and that we take their allegations seriously.
- Encourage the child to talk, but will not prompt them or ask them leading questions. We will not interrupt when a child is recalling significant events and will not make a child repeat their account.
- Explain what actions we must take, in a way that is appropriate to the age and understanding of the child.
- Record what we have been told using exact words where possible.
- Make a note of the date, time, place and people who were present at the discussion.

We will call the local social services' duty desk for advice and an assessment of the situation.

We will follow this phone call up with a letter to the Duty team within 24 hours. We will record the concern and all contact with Children's Services thereafter.

If an allegation is made against any member of my staff, or any other adult or child in my setting we will report it to Ofsted and the Local Authority designated officer or team of officers, following local procedures.

In all instances we will record:

- the child's full name and address
- the date and time of the record
- factual details of the concern, for example bruising, what the child said, who was present
- details of any previous concerns
- details of any explanations from the parents
- any action taken, such as speaking to parents.

**It is not the setting's responsibility to attempt to investigate the situation.**



## **SAFEGUARDING POLICY**

---

### **The use of mobile phones and cameras**

We understand that mobile phones are an everyday part of life for parents and with that in mind have laid out my procedure for their use:

- We will ensure my mobile phone is charged and with me at all times in case of emergencies when on outings.
- We have the facility to take photographs on both mobile phone and camera and will seek your permission (via admission form) to take any photographs of your child to record activities and share their progress with you.
- Any photographs taken will be stored, used and deleted in accordance with my data protection and privacy policies.
- We will not publish any photographs of your child on any social networking sites or share with any other person without your permission.

We request that you do not use your mobile phone whilst dropping off and collecting your child/children.

Any visitors to the setting will also be asked not to use their mobile phone and stored safely in lockers where possible.

In order to comply with the Data Protection Act 2018 and GDPR I have registered with the Information Commissioner's Office as a data controller to allow me to store digital images on an SD card device/computer.

### **Reportable concerns:**

- We will report any concerns of Private Fostering arrangements (28 days or more in the care of another)
- Pay regard to concerns of Female Genital Mutilation (FGM) and include this in the annual safeguarding update for staff training.

### **Useful contacts**

#### **Multi Agency Safeguarding Hub (MASH)**

**Tel No: 0300 126 1000    Out of Hours: 01604 626938**

<http://www.northamptonshirescb.org.uk/health-professionals/taking-action/how-to-make-an-online-referral/>

Any concerns relating to vulnerable adults, contact Adult Care Team

Email - [adultcare@northamptonshire.gov.uk](mailto:adultcare@northamptonshire.gov.uk)    Tel: 0300 126 1000

<http://www3.northamptonshire.gov.uk/councilservices/adult-social-care/Pages/default.aspx>



## SAFEGUARDING POLICY

---

Initial Contact Team  
Children and Young People's Service

Telephone: 0300 126 1000  
Email: [earlyhelpsupport@northamptonshire.gov.uk](mailto:earlyhelpsupport@northamptonshire.gov.uk)  
[www.northamptonshire.gov.uk/cyps](http://www.northamptonshire.gov.uk/cyps)

Out of Hours: 01604 626938

Northampton Review & Conference Service: 0300 126 1000  
Police Child Abuse Investigation Unit: 03000 111 222  
Safeguarding Vulnerable Adults  
<http://www3.northamptonshire.gov.uk/councilservices/adult-social-care/Pages/default.aspx>

### Useful Websites

Keeping Children Safe Online [www.CEp.gov.uk](http://www.CEp.gov.uk)  
[www.dotcomcf.org](http://www.dotcomcf.org)  
[www.CEp.org.uk/thinkuknow](http://www.CEp.org.uk/thinkuknow)

Bullying & child abuse [www.anti-bullyingalliance.org](http://www.anti-bullyingalliance.org)  
[www.kidscape.org.uk](http://www.kidscape.org.uk)  
[www.childline.org.uk](http://www.childline.org.uk)  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

### Notifying Northamptonshire Children's Services of a child that is privately fostered

Northamptonshire Children's Services must be informed of all private fostering arrangements. Professionals that become aware of a child that is being privately fostered should encourage the parent/carer to inform Children's Services of the arrangement or contact Children's Services themselves if they think parents/carers may not have done so already.

To let Northamptonshire County Council know about a private fostering arrangement, call **0300 126 1000** or email [MASH@northamptonshire.gcsx.gov.uk](mailto:MASH@northamptonshire.gcsx.gov.uk)

### Other websites

<https://www.gov.uk/government/publications/children-act-1989-private-fostering>



## SAFEGUARDING POLICY

---

Manager's name	
Managerr's signature	
Date	

Date policy was written	
This policy is due for review on the following date	

This policy supports the following safeguarding and welfare requirements:

**England**

Meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

**Child Protection**