Safeguarding and Child protection policy

We have a structured procedure in place to be followed in the case of suspected abuse, which is regularly reviewed and updated. We aim to provide an environment in which children feel valued and respected, and confident to approach staff if they are in difficulties, believing they will be effectively listened to.

Suitable people  
• Jenny Harper and her husband have an enhanced Criminal Records Bureau (CRB) Disclosure, which includes a Protection of Children Act list /List 99 check. (we are aware that CRB has since been replaced with DBS), all other staff have DBS checks and are signed up to the update service.  
• We follow the guidelines outlined by the Norfolk Safeguarding Children’s Board.  
• We have undertaken specific safeguarding training which is renewed every three years and are aware of the signs and symptoms of child abuse, physical, emotional and sexual, and those of neglect.

We will keep written records of concerns about a child, even if there is no need to make an immediate referral. We will ensure that all such records will be kept confidentially and securely, separate from a child’s records. Any concerns raised will be shared with the safeguarding lead practitioner and recorded.

If a child confides in us, we will show the child that we have understood what they are saying and encourage them to talk, without asking leading questions or interrupting them. We will record the child’s concern and the comments they make in their own words as far as possible and date them. We will also inform the child that we cannot promise that we will not share the information but everything we do will be in the interest of their safety. We will seek advice from the consultation line and if needed, make a referral.

We will always ensure children are appropriately dressed whilst in the setting.

Jenny Harper takes lead responsibility for safeguarding children in the setting and is responsible for liaising with our local statutory children's services agency, and the LSCB. All other assistants have received safeguarding training and are aware of the reporting procedures.

All staff are fully aware of the signs of possible abuse and neglect and notice these at the earliest opportunity, and respond in a timely and appropriate way.

These may include:   
Significant changes in children's behaviour.   
Deterioration in children's general well-being.   
Unexplained bruising, marks or signs of possible abuse or neglect.   
Any reasons to suspect neglect or abuse outside the setting, for example in the child's home, inappropriate clothing; and/or Inappropriate behaviour displayed by other members of staff, or any other person working with the 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.

If we have reason to believe that any child in our care is being abused in any way we will report the matter to the Multi-agency safeguarding hub (MASH). Under these circumstances we will not be able to keep information relating to your child confidential we will need to share it with Ofsted, Social Services and the Police if requested. If a child already has involvement with early Help or is part of a child in need or child protection plan, we will keep a daily record detailing how they present in the setting. Any concerns regarding these children will be raised immediately with the SLP and reported directly to the child’s case worker. If they are unavailable it will be reported directly to Early Help or MASH and we will ask for it to be shared with the correct department.

We will inform Ofsted and LADO of any concerns or allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations.   
These notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. Please see our Allegations of Abuse Against a Staff Member Policy regarding how we protect our staff and Jenny’s family from allegations being made against us and how we act on any concerns raised. Please also see our whistleblowing policy.

We are registered with the Information Commissioners Office - the Data Protection Act.

We comply with the requirements of the Prevent Duty Guidance and its aim to protect children from radicalisation, extremism and being drawn into terrorism. All staff have undertaken training. We have shared information about the Prevent Strategy and our commitment to promote British values with parents in separate policies. We have also conducted training to spot those at risk of female genital mutilation.

Please also see our other policies relating to safeguarding including our policies on: Mobile phone, Alcohol and drugs, British Values, Complaints, Internet safety policy, Mobile phone and camera policy, Safer recruitment, Smoking.

We have booklets that we keep in our safeguarding folder in the playroom so that everyone can see them this includes: Child protection and safeguarding consultation lines, Neglect identification tool, Guidance for safer working practice for adults who work with children and young people, The Norfolk Threshold Guide, Safer programme, MASH leaflet, an example of a referral form.

The Children’s Advice and Duty Service (CADS) is a new consultation service, this is for professionals to seek advice over whether a

Useful Telephone Numbers:   
Norfolk County Council Children’s Services, MASH and consultation line: 0344 800 8020

CADS: 0344 800 8021

Early Help: 01603287417

Local area designated officer (LADO): 01603 223 473  
Police Station: 101 or 999 depending on urgency   
Ofsted: 0300 123 1231

All data will be held in line with GDPR regulations (please see sperate policy)