

# Seedlings Kindergarten

## Safeguarding Children Policy

At Seedlings our first responsibility and priority is towards the children in our care. If we have any cause for concern we will call the Children's Advice and Duty Service (CADS). In an emergency situation we will call 999.

**Safeguarding Lead Practitioner:** Katie Baxter (Safeguarding Lead Practitioner training completed 17/05/19)

**Safeguarding Deputy:** Assistant (Introduction to Safeguarding training to be completed within first three months of employment)

CADS helpline: 0344 800 8020

CADS for professionals: 0344 800 8021

### **Safeguarding the Children in Our Care**

At Seedlings Kindergarten all staff:

- have read and understand the safeguarding and welfare requirements of the EYFS
- have read 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'
- have read and understand the Threshold Guidance ([norfolkscsb.org](http://norfolkscsb.org))
- understand that child abuse can be physical, sexual, emotional, domestic, neglect, or a mixture of these, and are aware of the signs and symptoms.
- understand that FGM is a form of child abuse
- have read and understand the departmental advice for schools and childcare providers document The Prevent Duty and are aware that we must have due regard to the need to prevent people being drawn into terrorism (see Prevent Duty Policy).
- are aware of the signs and indicators of extremism or radicalisation and if we had any concerns would contact CADS as detailed above (see Prevent Duty Policy).
- will contact the Department for Education, if necessary, to raise concerns relating to extremism directly:

D for E telephone helpline: 020 7340 7264

D for E email: [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

- have undertaken Prevent Training as part of the safeguarding training course
- will notify CADS and Ofsted of any allegations of abuse that are alleged to have taken place while a child is in our care, including any allegations against a member of staff, or any other adults or children in the setting who have had contact with minded children.
- will ensure that no individual who is unsuitable to work with children has unsupervised access to a child in our care, and that all staff members have the relevant documentation to prove their suitability.
- will ensure that any concerns relating to staff members are dealt with by contacting LADO



# Seedlings Kindergarten

## Safeguarding Children Procedure

At Seedlings Kindergarten:

- we ensure that we keep up to date with child protection issues and relevant legislation by taking regular training courses, at least every three years, and by reading relevant publications eg. Norfolk County Council Early Years and Childcare Update.

Safeguarding Lead Practitioner Training completed: **Katie Baxter - 17/05/19**

- we ensure that we follow the procedures outlined in our Confidentiality Policy.
- we promote the principles of British Values in the day to day running of the kindergarten by having an 'everybody welcome' policy.
- we are aware of the risk of radicalisation and the Prevent referral process
- we aim to share all information with parents except in instances where there are significant concerns that a child is at risk of harm, when we may have to refer concerns without discussing them with parents. In instances where concerns are not discussed with parents the reasons for this will be recorded.
- we work together with parents to make sure the care of their child is consistent, as detailed in the Parent Handbook.
- we will only release children 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.
- we will not release children into the care of anyone that we have reason to believe is under the influence of drugs or alcohol.
- we expect parents to notify us of any concerns they have about their child, and any accidents, incidents or injuries affecting their child, which we will record and ask parents to sign.
- unless we believe that it would put the child at risk of further harm, we will discuss concerns with a child's parent if we notice:
  - significant changes in a child's behaviour
  - deterioration in a child's general well-being
  - unexplained bruising, marks or signs of possible abuse or neglect
  - child's or parent's 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
  - inappropriate behaviour displayed by other members of staff, or any person working with the child e.g. inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- we are aware of 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 member of staff 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 without prompting them or asking them leading questions.
  - 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.
  - call the Children's Advice and Duty Service (CADS) for advice and an assessment of the situation.
  - follow this phone call up with a letter to the Duty team within 48 hours.
  - record the concern and all contact with Children's Services thereafter.
- where there are concerns about a child a separate child protection file will be created for each child, which will contain all child protection information including meeting minutes and plans where relevant. A note will be kept on the child's main file that a child protection file exists.
  - Child protection files will be transferred to the child's next setting or school by the childminder personally. A record of this will be kept, including who holds the file, date of transfer and relevant contact details.
  - all child protection files will be kept in a locked cabinet separate from the child's main file and accessible only to the designated person/s.
  - if an allegation is made against a member of staff, or any other adult in the setting we will report it to Ofsted and the Local Authority Designated Officer or team of officers (LADO). It is not our responsibility to attempt to investigate the situation ourselves.

In all instances we will record:

- The alleged person of concern's full name and address
  - The date and time of the record
  - Factual details of the concern, e.g. bruising, what the victim said, who was present
  - Details of any previous concerns
  - Details of any explanations from the parents
  - Any action taken such as speaking to parents
- In the instance of a child protection issue a separate child protection file will be created for each child about whom there are concerns. This will contain all child protection information including meeting minutes and plans where relevant.
  - A note will be placed on the child's main file to indicate that there is a child protection issue.
  - If a child protection file is transferred to another setting when the child leaves, a record will be kept of this transfer including date, name and contact details.

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

- At Seedlings Kindergarten there is a mobile phone that remains on site. This phone has the emergency contact details for all the children in our care. We will endeavour to ensure that it is always fully charged and will take it with us when we go in the garden, along with a small first aid kit, in case of emergencies.
- We request that parents do not use their mobile phones when dropping off and collecting their child/children.
- Any visitors to the setting will be asked not to use their mobile phone and may be asked to place it in a safe place for the duration of their visit.
- Children are not permitted to bring mobile phones into the setting.

- Unobtrusive photographs of the children may be taken using the Seedlings Kindergarten mobile phone, in order to represent the group for publicity purposes.
- We will only photograph children for whom the parents have given prior consent.
- Photographs will be stored securely on the kindergarten phone and on the childminders personal computer.
- Photos will be deleted when no longer required, or if parents request that photos of their child be deleted.
- In order to comply with the Data Protection Act 1998 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.

**Useful telephone numbers:**

Ofsted: 0300 1231231

Prevent NSCB: 01603 223409

Norfolk County Council: 0344 800 8020

CADS: 0344 800 8021

LADO: 01603 223473

This policy supports the following safeguarding and welfare requirements:

- England
- The Early Years Foundation Stage Safeguarding and Welfare Requirements.
- Child Protection

In the event that Seedlings Kindergarten's safeguarding policy is amended all parents will be emailed a copy and advised that a hard copy is available to view in the cloakroom.

Date: April 2017

Reviewed: April 2018, April 2019, April 2020, January 2021

Review due: January 2022

**I have read, understand and agree to abide by the above procedure**

Name	Date	Signature