



St Paul's Childcare

SAFEGUARDING POLICY

Written in conjunction with NMS 6 and 20

St Paul's Childcare will follow this policy, review it annually and update it as required.

The Person in Charge (Leader) of St Paul's Childcare will ensure that every member of staff understands this policy.

St Paul's Childcare will ensure that parents and carers are aware of this policy. We will ensure this policy is available to all via:

- *St Paul's Childcare website

- *The entrance of the childcare setting

- *St Paul's C/W Primary School website

The policy may be requested from Reception at St Paul's C/W Primary School

Policy last updated – September 2020

Next policy update due – September 2021

REVIEWED BY

Name

Signature

Date

Safeguarding Policy

Introduction

“We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent, or family member, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people and should act to do so if they have concerns about a child’s welfare”

Safeguarding Children: Working Together under the Children Act (2004)

Safeguarding and protecting is everybody’s responsibility

Welsh Safeguarding Procedures 2019 for Children at risk of Abuse and Neglect (2019)

- The Childcare setting acknowledges the importance of its role in the wellbeing and safety of young people, and this ethos is promoted throughout the Childcare.
- The Childcare setting is committed to ensuring the safety and protection of all children and will take action to safeguard their wellbeing.
- The Childcare setting will work with multi-disciplinary partners within the statutory framework established by:
 - Wales Safeguarding Procedures 2019
 - Safeguarding Children: Working Together Under the Children Act 2004 Section 28
 - Education Act 2002 Section 175 – Childcares have a statutory duty to ensure arrangements are in place to safeguard and promote the welfare of children
 - Section 5 of the WSP Safeguarding Allegations/concerns about practitioners and those in positions of trust.
 - Welsh Government Guidance 0900/2014 Handling Allegations Against Teachers & Staff
 - Keeping Learners Safe 158/2015 (Currently in consultation)
 - The Counter – Terrorism and Security Act 2015
 - Social Services and Well-being (Wales) Act 2014
 - Cardiff and Vale Regional Safeguarding Board

The Safeguarding policy applies to all staff, including supply staff and volunteers including community education staff and governors, Teaching assistants, mid-day supervisors, supply staff, administrative and support staff: all staff as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact the Childcare or governors.

The policy will be reviewed annually taking into account feedback from Governing Bodies and Childcares and any new policy documentation or guidance.

The Rights of the Child

Ensuring that there are clear and consistent guidelines to protect every child is an essential aspect of respecting the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

Article 19 Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.

Aim

The Childcare aims to provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident: That children know how to approach adults if they are in difficulties knowing they will be listened to.

Prevention

Please see St Paul's CIW Primary school Child Protection Policy Page 7

Procedures

Please see St Paul's CIW Primary school Child Protection Policy Page

This policy has been reviewed in line with the Wales Safeguarding Procedures 2019.

Training

All staff, including person in charge, teaching assistants, midday supervisors, caretakers, volunteers, admin staff, kitchen staff and Governors in the Childcare must complete Corporate Safeguarding eLearning training (accessed via the Academy) and Child Protection Awareness Raising Level 2 Training, delivered by the DSP on an annual basis.

Child Protection training enables staff to;

- Understand the Safeguarding Agenda for Childcares and where Child Protection fits in it
- Understand key roles and responsibilities including who to report to in Childcare setting and where safeguarding concerns are recorded
- Recognise signs and symptoms of abuse
- Know how to respond to a disclosure of abuse and how to make a referral
- Raise concerns about practitioners and persons in a position of trust.

The Childcare setting operates a robust induction process for all new staff, supply and temporary staff and volunteers to ensure they understand their responsibilities for child protection including their duty to report. These individuals must be provided with an Induction booklet and a copy of the child protection policy. The induction booklet/leaflet should be signed and dated by the individual upon reading it.

Roles and Responsibilities

Please see St Paul's CIW Primary Child Protection Policy Page 8, Procedures

Dealing with Disclosures

Please see St Paul's CIW Primary Child Protection Policy Page 14/15

- Take time to listen to the child, this will show you are taking their concerns or allegations seriously.
- Never make a promise that you will keep what is said confidential or secret –reassure them and explain your duty to report such concerns and what will happen next.
- Do not ask leading questions, speculate or proffer an alternative explanation.
- Just ask “what do you want to tell me?” or “is there anything else you want to say”. Best practice would be to use the TED method (tell, explain, describe). Do not interrupt when the child is recalling events and do not make the child repeat themselves.
- As soon as possible after the disclosure record in writing what was said. Be as accurate as possible, using the child's own words and language e.g. Welsh, Czech, Urdu etc. Include in your record the time and date of the disclosure, and whether anyone else was present. Make a note of the child's demeanour (be specific about how the child is behaving/reacting e.g. crying as opposed to just saying upset). Make a note of any action taken following the disclosure.
- Immediately inform the DSP and do not tell other adults or young people what you have been told.
- As soon as possible (and certainly the same day) the DSP must refer the matter to the Cardiff MASH. Follow their advice about what to do next. Staff should keep in mind at all times their role is to assist the Police and Children's Services and NOT to undertake their own investigations unless directed to do so.

- Do not worry that you might be mistaken; you have a duty to report your concerns following disclosure of abuse or neglect. Never think abuse is impossible in your organisation or group, or that an accusation against someone you know well and trust is bound to be wrong.

Taking action and Making a Referral

Please see St Paul's CIW Primary School Child Protection Policy page 12

Record Keeping

Please see St Paul's CIW Primary School Child Protection Policy page 16

Confidentiality

Please see St Paul's CIW Primary School Child Protection Policy page 17

Allegations against staff in Childcare setting

Please see St Paul's CIW Primary School Child Protection Policy page 19

When there is a concern or allegation raised regarding any adult working or volunteering in the Childcare Setting (including permanent, temporary or supply staff) about their conduct towards a child, the following procedures must be undertaken.

- The Responsible Person and the Person in Charge (in RP's absence) of the Childcare setting should be informed immediately.
- All concerns or allegations must be reported to Cardiff Multi Agency Safeguarding Hub (MASH) or the Police without delay.
- The Responsible Person, Person in Charge or DSP (the reporter) should seek advice from Children's Services and/or Police in relation to what information about the allegation can be shared and with whom (i.e. what should the parents be told, what should the member of staff be told)
- The Responsible Person and the Person in Charge or DSP may wish to seek advice from the Education Safeguarding Team & Children's Services Designated Officer for Safeguarding (DOS) (Lynda Gallagher).
- The Childcare setting must seek advice from Human Resources (HR) regarding the member of staff's continued employment during any investigation, and a risk assessment should be undertaken and recorded in writing immediately.
- If the allegation relates to supply staff then please contact the agency directly to discuss next steps and agree any risk management plan

- In the event of the allegation being made directly or indirectly about the Responsible Person, the staff member should immediately report the allegation to the Chair of Governors.
- A formal investigation including the questioning or interviewing of pupils/staff of the alleged incident must not take place unless Children's Services, DOS or the Police give instructions to do so. However, it is appropriate to ascertain facts (who, what, where, when) secure any CCTV footage and take narrative accounts in order to provide sufficient information to Children's Services or police.
- The member of staff reporting this alleged incident must strictly adhere to confidentiality and not discuss the concerns with the alleged perpetrator or any other person other than the Responsible Person, unless the person of concern is the Responsible Person.

Preventing Unsuitable People Working with Children

Please see St Paul's CIW Primary School Child Protection Policy page 19.

If a child tells me that they or another child is being abused, I will:

- Show that I have heard what they are saying, and that I take their allegations seriously.
- Encourage the child to talk, but I will not prompt them or ask them leading questions.
- I will not interrupt when a child is recalling significant events and will not make a child repeat their account.
- Explain what actions I must take, in a way that is appropriate to the age and understanding of the child.
- Write down what I have been told using exact words where possible when it is appropriate to do so.

Signature:

Date:

Date of review: