

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Safeguarding children

1.2 Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

Policy statement

Fellowship House Children's Centre work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on the three key commitments.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Procedures

We carry out the following procedures to ensure we meet the three key commitments.

Key commitment 1

Fellowship House Children's Centre is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staff and volunteers

- Our designated safeguarding officer (a member of staff) who co-ordinates child protection issues is: Bunmi Olla
Deputies: Reshma Ahmed
- Our designated officer (a committee member) who oversees this work is:
Martha Enthoven

- Staff and parents are made aware of our safeguarding policies and procedures by the nursery providing a small brochure giving them the main points and we ensure they are aware that our full Policies and Procedures are available for them to read.
- We provide adequate and appropriate staffing resources to meet the needs of children, maintaining staff ratios for the different age groups:
 - 3 children to one member of staff for babies under two years old
 - 4 children to one member of staff for toddlers aged 2-3 years old
 - 8 children to one member of staff for pre-schoolers aged 3-5 years old
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure Barring Service (DBS) before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting, this takes the form of a visitor's book which they are asked to sign on entry and departure from the nursery, this book is found on the lectern in the foyer.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children. Within the nursery this is achieved by an entry system whereby everyone has to identify themselves and only permitted entry if known to the member of staff answering the entry system. There is also a CCTV system throughout the nursery and a camera at the entrance, the monitors can be viewed in the office.

Key commitment 2

Fellowship House Children's Centre is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015).

Children with special educational needs and disabilities

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges.

Additional barriers can exist when recognising abuse and neglect in SEN children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- being more prone to peer group isolation than other children
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs and
- communication barriers and difficulties in overcoming these barriers.

To address these additional challenges the nursery will consider extra pastoral support for children with SEN and disabilities.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual, or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the practitioner makes a dated record of the details regarding the concern and discusses what to do with the room leader, safeguarding officer (deputies) and manager. The information is stored on the child's personal file and in the safeguarding folder.
- We refer concerns to the local authority children's social care department (Triage) and co-operate fully in any subsequent investigation. This must be done online using the Newham council portal.
- In some cases, this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the London Area Safeguarding Children Committee does not allow this (Children's Act 1989 section 47-duty to protect). The number for the Children's Services is 020 3373 4600 (9am-5.15pm)
- There is a list of referral agency numbers: Health Visitors/Police/Social Services/CAIT (Child Abuse Investigation Team) 020 8430 2000

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:
 - listens to the child, offers reassurance, and gives assurance that she or he will take action.
 - does not question the child.
 - makes a written record that forms an objective record of the observation or disclosure that includes:
 - the date and time of the observation or the disclosure.
 - the exact words spoken by the child as far as possible.
 - the name of the person to whom the concern was reported, with date and time; and
 - the names of any other person present at the time.
 - LADO must be contacted to inform and get advice on further proceedings. Contact Nick Pratt on 020 3373 3803 or email on nick.pratt@newham.gov.uk
- These records are signed and dated and kept in the child's personal file, Staff's file and LADO folder which is kept securely and confidentially and in the

Making a referral to the local authority social care team

- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the London Area Safeguarding Children Committee does not allow this (Children's Act 1989 section 47-duty to protect).
- This will usually be the case where the parent is the likely abuser. In these cases, the investigation officers will inform parents.
- The number for the Children's Services is 020 3373 4600/ 020 8430 2000
- Correct documentation should be available
- Policies and Procedures should be followed
- Follow ups after referrals should be made if there has been no contact
- We use the online triage service if making referrals

Referral made via Early Help

- Complete an Early Help form
- Send to the parents to sign and gain authorisation to refer, only if they are not in any imminent danger/ SEN.
- Email to safeguarding team earlyhelppartnershipteam@newham.gov.uk,

Informing parents

- Parents are normally the first point of contact
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the London Child Protection Procedures do not allow this.
- If the parent is the likely abuser, in these cases the investigating officers will inform parents.

Liaison with other agencies

- We work within the London Child Protection Procedures.
- We have procedures for contacting the local authority on child protection issues.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting.
- We follow the guidance of the London Child Protection Procedures when responding to any complaint that a member of staff, or volunteer within the setting.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social care department (LADO) to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged

incident has taken place but is to protect the staff as well as children and families throughout the process.

Disciplinary action

- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Key commitment 3

Fellowship House Children's Centre is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

Planning

The layout of the rooms allows for constant supervision of staff within the body of the nursery.

When a member of staff uses the changing room, the door is always left open and at no time is a member of staff or volunteer left alone with a child in a closed room.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the London Child Protection Procedure.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the London Child Protection Procedure.

Legal framework

Primary legislation

- Children Act (1989 sec47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations
- Equalities Act (2010)
- Data Protection Act (1998) Non-Statutory Guidance

Further Guidance

- Working Together to Safeguard Children (revised HMG 2006)
- What to do if you're Worried a Child is Being Abused (HMG 2006)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework (2006)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Practitioners' Guide (HMG 2006)
- National Society for the Prevention of Cruelty to Children

This policy was adopted at a meeting of

Fellowship House Children's Centre

Held on

9th October 2019

Date to be reviewed

15th November 2023

Signed



Name of signatory

Reshma Ahmed

Role of signatory

Manager