

SAFEGUARDING CHILDREN

(Formerly Child Protection)

Key information

For all staff, parent/carers and visitors to the Kingsway Children's Centre

1. Introduction

It is important that all children are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

This procedure must be followed whenever an allegation is made that a child has been abused or when there is reasonable cause to believe that a child has been abused.

Promises of confidentiality should not be given as the matter may develop in such a way that these cannot be honoured.

If the complainant is the child him/herself, questions should be kept to the minimum necessary to understand what is being alleged, and leading questions should be avoided. The use of leading questions can cause problems for the subsequent investigation and any court proceedings.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information including:

- The date
- The time
- Place where the allegation took place
- The name of the person taking the referral, and others present
- The name of the complainant, and where different, the name of the child who has alleged the abuse
- The nature of the abuse and a description of any injuries
- A written account of the allegation.

Some children with Special Educational Needs (SEN) may require different treatment to other children eg. Their physical/mental condition may mask possible abuse. Particular attention may be required where a child has a speech impediment as this may cause communication difficulties.

2. The Nominated Members of Staff

The nominated Safeguarding Officers will be drawn in from the Counselling service within the College, and the Nursery. They are accountable in line with this procedure to Kit Sargent, the Assistant Principal Quality Improvement & Student Support. Current Officers are Rachel Benstead, Stacey Greenfield – Senior Early Years Practitioner and Sandra Pike - Early Years Practitioner.

3. Responding to an Allegation

Any suspicion, allegation or incident of abuse must be reported to the nominated Safeguarding Officer with responsibility for safeguarding the child(ren) as soon as possible after the issue is raised.

The relevant Safeguarding officer must report the matter to the local Social Services Department, (01724 296500 – Duty Office, or if it is out of office hours 01724 296555) whether or not he/she feels that this action is justified in the particular circumstances of the case.

A written record of the date and time of the report shall be made and must include the name and position of the person to whom the matter was reported. The telephone report must be confirmed

in writing to Social Services within 24 hours. Ofsted should be informed as soon as is reasonably practicable or at the latest within 14 days.

The relevant Safeguarding Officer will discuss with Social Services action to be taken to inform Parents/carers of the child about the issue and a record of that conversation will be included in the case notes.

If the relevant Safeguarding Officer cannot be contacted within the same working day as the initial concern, the person making the report must contact the duty team at Social Services and notify the nominated Safeguarding Officer of the action taken.

The nominated Safeguarding Officer must notify the Assistant Principal Quality Improvement & Student Support (Kit Sargent) as soon as is practicable, and in any event within 24 hours of the initial concern.

4. Allegations Concerning Members of Staff

Any suspicion, allegation or actual abuse of a child by a member of staff must be reported to the relevant Safeguarding Officer as soon as possible. If within the working day it has not been possible to contact the Safeguarding Officer, the matter must be reported to the Assistant Principal Quality Improvement & Student Support, (Kit Sargent) on that day. An investigation and disciplinary proceedings will be conducted where appropriate. Complaints against a member of staff will be investigated according to the College disciplinary procedure.

On being notified of any such matter the Safeguarding Officer will:

- Take such steps as he/she considers necessary to ensure the safety of the child in question or others who may be at risk
- Notify the Principal/ or Vice Principal/ and the Assistant Principal Quality Improvement & Student Support
- The nominated Safeguarding officer will consider the allegation and decide whether the case needs to be referred to and investigated by the Local Authority Designated Officer (LADO) who can be contacted on 01724 298293. This is in accordance with the procedures set out in section 3 above
- Ensure that the person who reported the original concern completes a report of the matter as set out in section 1.

If the Safeguarding Officer is the subject of the allegation of complaint the matter must be reported to Senior Management as detailed above.

In the event of a complaint being made against a Senior Post holder, the Safeguarding Officer would notify the Chair of the Corporation.

5. Written Records

The Safeguarding Officers and the Assistant Principal Quality Improvement & Student Support /Principal shall retain a copy of:

- The report of any incidents
- Any notes, memoranda or correspondence relating to the matter
- Any other relevant material.

Copies of reports, notes etc, should be kept in a secure place at all times.

6. Process of Confidentiality

Confidentiality is paramount at all times within the Safeguarding procedure with only nominated/essential personnel being notified.

To ensure effective safeguarding practices of children in our care, practitioners and visitors to the setting must adhere to the following:

- Kingsway Children's Centre restricts the use of mobile phones and cameras in relation to practitioners and visitors to the premises. Whilst recognising there may be emergency situations which require the use of a mobile phone in order to ensure the safety and welfare of children in our care, parents and visitors are asked to refrain from using these devices when dropping off or collecting children.
- Written permissions will be required for children to take part in events/concerts as they may be filmed.
- Restrictions are placed on practitioners who access social networking sites. Kingsway Children's Centre has a high reputation to keep and comments made on these sites could have an impact on how practitioners are viewed by parents using the Centre.
- Practitioners are strongly advised against "friending" on social networking sites, parents of children who attend the centre. Breach of confidentiality will result in practitioners facing disciplinary action which could result in dismissal.

This policy directly relates to the North Lindsey College Safeguarding Children and Vulnerable Adults Policy.

Reviewed by M Lawrence January 2015

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