



Model Safeguarding Policy and Child Protection Procedures for Sheffield Early Years Childcare and Out of School Settings

STANNINGTON VILLAGE PRE-SCHOOL 2023



Local policies and procedures referred to this document are available online, on the Sheffield Safeguarding Children Board website www.safeguardingsheffieldchildren.org.uk

Reviewed and updated:
6-Nov-23

The Designated Lead Safeguarding Officer will:

Supervision, Support and Training

- Provide support, supervision and advice for any staff member, volunteer or student with a safeguarding or child protection concern
- Ensure own safeguarding training is up to date by completing the Sheffield Early Years Safeguarding and Child Protection Training Programme/ or EYA training.
- Provide safeguarding induction for new staff, students and volunteers
- Ensure that the whole staff group is appropriately trained and that a register is kept of staff who have completed Induction, Introductory and Advanced safeguarding and child protection training

Integrated Practice

- Co-ordinate the early identification of vulnerable children and families and the involvement of mothers, fathers and carers
- Liaise with, and make referrals to, appropriate agencies about children where there are safeguarding or child protection concerns, including the Local Authority Designated Officer (LADO)
- Co-ordinate and support the setting when working with a child who has a Child Protection Plan

Ensuring that the setting is meeting its legal and statutory requirements, in liaison with the registered person

- Annual review and update of safeguarding and child protection policies and procedures
- Making sure that policies and procedures relating to safeguarding are fully implemented by the setting and followed by staff, students and volunteers
- Liaising with OFSTED about safeguarding concerns
- Setting up and managing clear, accurate and secure record keeping system

Who to contact within your setting about safeguarding concerns

The **DSL Officer** in this setting is;
Name Hannah Quarmby
Job title CPO & Manager
Contact telephone number 07562121324

The **DDSL** in this setting is;
Name April STewart
Job title Room Leader
Contact telephone number 07562121324

To discuss safeguarding concerns about the behaviour of any member of staff, student or a volunteer in this setting, contact the named Senior Officer for the setting who is;
Name Hannah Quarmby
Job title Manager
Contact telephone number 07562121324

To discuss safeguarding concerns about the behaviour of the Manager in this setting, contact;
Name JUSTINE MARTIN
Job title CHAIR OF COMMITTEE
Contact telephone number 078870043

To discuss safeguarding concerns about the behaviour of the Chair of management committee in this setting, contact;
Name Anne Fellows / Hanah Quarmby
Job title MANAGERS
Contact telephone number 07562121324

To discuss concerns about possible wrongdoing in this setting, contact the named Manager, nominated in our whistleblowing policy, who is;
Name Hannah Quarmby
Job title Manager
Contact telephone number 07562121324

Statement of Intent **SVPS's safeguarding children policy**

Stannington Village Pre-School will keep the needs and best interests of children at the centre of everything we do. We aim to safeguard and promote the welfare of all children in our care by;

Providing a safe learning environment that builds their confidence and self-esteem;

- Where children's physical safety is protected
- Where children can talk and are listened to
- Where children do not experience bullying, harassment, racism or any other form of discrimination
- Where children's medical and health needs are met

Providing a positive and preventative curriculum that teaches and supports young children;

- To make good choices about healthy, safe lifestyles
- To ask for help if their health or wellbeing is threatened, including their emotional wellbeing

Working in partnership with mothers, fathers and carers;

- We are committed to developing and maintaining an honest and open relationship with mothers, fathers and carers
- We are committed to involving mothers, fathers and carers at all stages of a child's care and learning
- Mothers, fathers and carers understand our setting's safeguarding responsibilities and how we will implement them

Working in an inclusive way that helps every child;

- To feel accepted and included
- To develop confidence and self-esteem and fulfil their potential
- To receive an equal service regardless of their needs and circumstances

Working in an integrated way with other agencies that maximises opportunities for;

- Early identification of additional needs, early intervention and prevention
- Speedy intervention based on multi-agency co-operation
- Common methods of sharing information and assessing need e.g. use of the Family Common Assessment Framework and Information Sharing.

Having up-to-date safeguarding policies, procedures and guidance;

- Based on current national statutory guidance, Sheffield Safeguarding Children Board child protection procedures and Early Years Foundation Stage Welfare Requirements
- Easily accessible to all staff and volunteers
- Understood and used by all staff, students and volunteers
- Reviewed annually

Having well trained staff and management who;

- Recognise their individual responsibilities to safeguard and promote the welfare of all children in their care

- Receive training and supervision appropriate to their level of responsibility and are clear and confident about what is expected of them
- Ask for, and receive advice and support to act on safeguarding concerns
- Are recruited following recommended good practice from the EYA.
- Are DBS checked annually (except staff who's DBS predates this system)
- Declare their suitability annually.

Purpose of this document

The purpose of this document is to outline our policy for responding to concerns regarding the safeguarding and protection of children and young people aged less than 18 years, including unborn children¹. This policy combined with the associated procedures provides guidance to all staff, students and volunteers who may come across concerns of this nature within the context of their work with us. These include:

- All members of our workforce, including early years practitioners and other staff;
- Students on placement;
- Volunteers;
- Individuals, consultants and agencies contracted by our service.

The policy seeks to promote effective multi-agency working in light of the Children Act 2004 and *Working Together to Safeguard Children* (2010).

Safeguarding children and young people not in our care

We will also respond to concerns regarding the **protection of other children and young people not in our care** where these are identified through the course of our normal activities. We will follow the *Sheffield Safeguarding Children's Board Protocol: Raising concerns about a vulnerable child or adult (March 2010)*, which applies to all staff working in services for adults and services for children.

Definition of safeguarding

Our setting adopts the definition of safeguarding used in the *Children Act 2004* and *Working Together to Safeguard Children* (2010), which focuses on safeguarding and promoting children, including unborn children, and young people's welfare and can be summarised as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

How our setting will put this safeguarding policy into practice

*Our setting is clear that we are not the statutory authority for the conduct of enquiries into specific child protection concerns and **we will not investigate** allegations or suspicions of abuse or significant harm to children. All staff, students and volunteers will follow the current South Yorkshire Safeguarding Children Boards' Child Protection Procedures **to ensure that all***

allegations or suspicions of abuse or significant harm to any child are reported to the children's social care services for the area where the child lives.

We will share all relevant information with the respective statutory child protection agencies (children's social care services and/or police) without delay and within agreed protocols based on HM Government Information Sharing guidance (2008).

All staff, students and volunteers working for our setting will have **a good understanding of safeguarding and child protection concerns**, including the potential abuse and neglect of children and young people, which may come to light in the course of their work. Where a staff member, student or volunteer, at whatever level in the organisation, identifies risks to children, **they will highlight them and seek to ensure that appropriate steps are taken** to safeguard the children concerned.

We will ensure that all staff, students and volunteers and those who undertake work on our behalf, **maintain a proper focus on safeguarding children** and that this is reflected in both **sound individual practice and our internal policies and guidance.**

All staff, students and volunteers working with children must:

- Give highest priority to children's welfare
- Ask for advice and support to act on safeguarding concerns and take appropriate action
- Access relevant, up-to-date safeguarding and child protection training
- Recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children
- Respond appropriately to disclosure of abuse by a child
- Respond appropriately to allegations against staff, other adults, and against themselves
- Follow whistleblowing procedures to respond to concerns about potential wrongdoing in the setting
- Act appropriately and understand safe practice in carrying out their duties - Be alert to the risks which abusers, or potential abusers, may pose
- Be aware of the importance of the role of early years services in promoting the welfare of children
- Contribute as necessary to all stages of the setting's safeguarding and protection processes

Scope of the Procedure

Our staff, students and volunteers may become aware of child protection concerns in the course of their work from a number of routes;

- Raised by the child themselves,
- Through direct activity and observation.
- Alleged by others e.g. a member of the public contacting the setting or by a parental complaint.

The concern might relate to:

What is happening (or has happened) to a child outside the setting e.g. in their own family.

What is or may be happening (or happened in the past) to a child in our setting

The concerns may be **about the behaviour** of a:

- Child, young person or adult in the community (for instance a relative or family friend)
- Peer (for instance another child in our setting)
- Member of staff, student or volunteer from our setting
- Member of staff, student or volunteer from another service/setting received or attended by the child

The concern may relate to **actions** or **inaction** (for instance insufficient response by a parent in response to illness or injury to a child)

The concern may be about **a current situation or past events**

The concern may involve allegations or disclosures of;

- physical abuse
- physical neglect
- sexual abuse
- emotional abuse or neglect
- a combination of one or more of these categories

Staff and volunteers may receive this information by one or more means, such as through observation, discussion, the review of child records or accident forms, a telephone call, a letter, an email.

Up to date model recording sheets in the Early Years section of the Sheffield Safeguarding Children Board website www.safeguardingsheffieldchildren.org.uk

Whistleblowing is the term used when someone who works in or for an organisation wishes to raise concerns about malpractice in the organisation. Whistleblowing in the case of an Early Years childcare setting is likely to be a concern about **failures in child safeguarding and welfare systems, failure to meet statutory or regulatory requirements, financial malpractice, illegality or other wrongdoing, and the cover up of any of these.**

See SG Whistle blowing sheet.