

## **Safeguarding Children Policy**

### **Statement of Intent**

Eduplay mobile crèche, MFC crèche and the FFB service comply with the Health for All Enterprises Safeguarding Children policy outlining procedures approved by the Leeds Safeguarding Children's Board. (LSCB)

We will notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the wellbeing of children.

We intend to create throughout all our services, an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

In order to achieve this we will:

### **Exclude known abusers**

- Make it clear to applicants for any posts working with the Eduplay mobile Crèche, MFC crèche and the FFB service that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- Ensure all applicants applying for work within the Eduplay Mobile Crèche, MFC crèche, and the FFB service whether paid or voluntary will be interviewed and will be asked to provide two references. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- Ensure every interview panel will include at least one person who has undertaken "Safer Recruitment" training provided by the (LSCB)
- Ensure all successful applicants both paid and voluntary undergo an enhanced Criminal Records Bureau Check (CRB) and are registered with the Independent Safeguarding Authority (ISA) vetting and barring scheme before employment can commence. When introduced.
- Abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified or unfit person works for Eduplay's mobile crèche, MFC crèche and the FFB service or has access to children.
- Ensure all applicants, both paid and voluntary, will be subject to a 6 month probationary period and positions will not be confirmed as permanent unless we are confident that the applicant can be safely entrusted with children.

### **Seek and Supply Training**

- Ensure all new employees and volunteers undergo the LSCB Safeguarding And Young Peoples training level 1a within their first six months of employment.
- Seek out training opportunities for all staff, paid and voluntary working within our mobile crèche, MFC crèche and the FFB service, to ensure that they recognise the symptoms of possible physical abuse, emotional abuse, sexual abuse, and neglect, ensuring that they are aware of the local authority guidelines for making referrals.
- Ensure all staff are aware of the procedures for reporting and recording their concerns in all our settings.

### **Prevent abuse by means of good practice**

- Ensure adults are not left alone for long periods with individual children or with small groups. An adult who needs to take a child aside - for example, for time out after unacceptable behaviour takes place will choose a suitable place within the same room.
- Always ensure that two adults accompany children to the bathroom (where appropriate) when located in a mobile venue, or parents/carers will be asked to accompany their own child if required.
- Encourage children to develop a sense of independence through adult support and in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to decline inappropriate approaches.
- Ensure that the layout of our crèche rooms will permit constant supervision of all children.
- Take security steps to ensure that we have control over who comes into the building so that no unauthorised person has unsupervised access to the children.
- Have procedures for recording details of visitors to the building.
- Volunteers/students do not work unsupervised.
- Obtain permission from parents/carers, children and young people before photographs/ images are taken and displayed in any form.
- Ensure staff and volunteers don't use mobile phones that are equipped with cameras.

### **Respond appropriately to suspicions of abuse**

The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.

- Changes in the children's behaviour/appearance will be investigated.
- Concerns will normally be discussed with the parents/carers first, however if an appropriate explanation is not provided, the matter will be taken up with the Social Services Department.
- In exceptional circumstances, the Social Services department may be the first point of reference.
- All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/volunteer, the Eduplay Manager/Deputy, and the named designated persons within Health for All - Chief Executive Pat McGeever and/or the Operations Manager Vikrant Bhatia.
- If a member of staff or volunteer is accused of any form of child abuse, they will be informed of the allegation and suspended on full pay while an investigation is carried out. Information will be gathered regarding the allegation made by the investigating officer as designated by the CEO. An interview will then be arranged with the accused member of staff, the Eduplay Manager/Deputy and the designated investigating officer. The person accused may choose to attend the interview accompanied by a work colleague or a union representative.
- Investigations will be in line with Leeds Safeguarding Children's Board (LSCB) procedures and conducted in conjunction with the LSCB Committee.
- Confidential records will be kept of the allegation and of all subsequent proceedings.

- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we will notify Ofsted in writing and contact the police. If allegations are unfounded, the staff member will be reinstated.

#### **Keep Records.**

- Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential incident form will be completed ( Appendix 2 the Health for all Leeds Safeguarding Children's Policy)
- Such records will be kept in a separate file and will not be accessible to people other than the Eduplay Manager/Deputy, Health for All CEO and or Operations Manager.

#### **Liaise with other bodies**

- The Eduplay mobile crèche, MFC crèche and the FFB service operates in accordance with guidelines as set by The LSCB Committee which includes implementing the pathway procedure.
- Confidential records kept on children whom we are concerned with will be shared with the Social Services Department if we feel that adequate explanations have not been provided.
- We will maintain ongoing contact with the local authority on child protection issues, including maintaining a list of names, addresses, telephone numbers of social workers, to ensure that it would be easy, in any emergency, for us and the Social Services Department to work well together.
- If a referral is made to the local Social Services department, we act within the Area Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents/carers at the same time.

#### **Support Families**

- Eduplay mobile crèche, MFC crèche and the FFB service will take every step to build up trusting and supportive relationships between families, staff and volunteers within our crèches.
- Where abuse at home is suspected, we will continue to welcome the child and family while investigations proceed.
- We follow the Child Protection Plan as set out by the Social Services department in relation to our setting's designated role and tasks in supporting the child and the family, subsequent to any investigation.
- Confidential records kept on a child will be shared with the parents/carers.
- All the above will be carried out with the proviso that the care and safety of the child is paramount.