<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>Safeguarding &amp; Child Protection Policy &amp; Procedure Busy Bees</th>
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| Overall Aim of Statement | Our setting will work with children, parents and the community to provide a safe, respectful and supportive environment for all children attending our pre-school and holiday clubs.  

Our aims;  
To ensure all children feel able to express their views and preferences and that they have the courage and confidence to tell an adult if they are unhappy.  
To ensure that children can speak about their worries or concerns with all adults in the setting of whom they can trust.  
To safeguard children who are suffering or are likely to be at risk to harm and abuse.  
Keep children safe at all times, both within and outside the setting.  
To raise awareness to all our staff within the setting to identify and act on any suspected case of abuse or neglect and to follow our procedure accordingly.  
To ensure that adults talk and listen to children where they have concerns about their safety and wellbeing. |
| Specific Objectives/Statements and procedures for how each one will be achieved | The welfare, protection and safety of every child in our care are of paramount importance. We take our responsibility to safeguard children very seriously. We are committed to follow the North Yorkshire Safeguarding Children Board (NYSBC) guidance and procedures. Everyone working in our setting recognises their responsibilities towards the children in our care. We have procedures in place to follow if we suspect abuse or neglect and we are able to put the procedures into practise. We will refer to the children's Social Care Department when appropriate and work with other agencies involved, such as the police. We will attend and provide reports for child protection conferences and contribute where appropriate to any child protection plan. We will always take a considered and sensitive approach in order that we can support our children.  

Our Designated Child Protection Coordinator is Suzanne Sumner  
Our Designated Deputy Child Protection Co-coordinator is Lorraine Light.  

Our Designated Child Protection Officer is the nominated/registered person of the management committee. |
During the Holiday Club Lorraine Light will be the Designated Child Protection coordinator.
During the holidays Claire Myers will be the Deputy Child Protection Coordinator.

Important contact numbers.

North Yorkshire Social Care customer relations 01609 536993
To check if a child is on a Child protection database 01609774298
North Yorkshire Children’s Social Care 0845 034 9410 This is the number we will use for advice or referral. If we ring Social Care for advice we do not have to name the child. If we do name the child, social care must act on our information.
Emergency Duty Team 0845 034 9417
Local Authority Designated officer(LADO)For allegations against staff is Rosemary Cannel 01609 534974 / 07715540723
Ofsted 0300 123 4666 or 0300 123 1231
NSPCC Helpline 08005000
Early Intervention Manager- Andi Stother 01609 534235/ Keri Standen 01609 533421
North Yorkshire Police- 101

Responsibilities of the registered nominated person( committee)

- To ensure all measures are in place to safeguard children
- To ensure this policy is reviewed regularly
- To ensure all NYSCB procedures are followed and that staff are equipped and trained to fulfil their role and duties.
- To ensure safer recruitment measures and thorough procedures are in place when we recruit new staff( see recruitment policy)
- To ensure all staff are suitably checked and hold full and in date DBS certificates. A copy of disclosure numbers and dates of issue are collated on the DBS Central Form.
- It is the responsibility of the registered person to deal with allegations against staff.
- To inform Ofsted of any staff changes and managers within the provision who are appointed by the committee.
- To inform Ofsted of any staff changes of names, addresses and medical information.
- To inform Ofsted of changes of names within the management committee.
- The registered nominated person is responsible for ensuring all
new staff is safely recruited and that all new starters, including volunteers, receive a thorough induction to Busy Bees and that this is carried out accordingly by the pre-school manager or deputy leader.

**Responsibility of the Designated Lead Practitioner**

The welfare of the child is paramount and will always be the priority of the DLP

**The DLP’S role will include**

- Decision making with regard to risk
- Referring a child to children’s social care if there are any concerns about abuse or neglect. Any referral should be made by telephone and followed:
  - Up in writing
  - Liaising with other agencies and services as appropriate
  - Talking to parents about concerns (where appropriate)
  
  If we find it awkward to talk to a parent/carer we must inform Social care who will talk to them in their own home.

- Attending multi-agency child protection meetings
- Contributing to a Child in Need or Child Protection Plan
- Ensuring all staff are aware of the Safeguarding Policy
- Keeping and storing records
- Seeking advice and support for staff from relevant agencies Where appropriate

**Responsibilities of the staff team**

All staff follows the NYSCB guidance and procedures which are consistent with “Working Together to Safeguard Children” and “What to do if you are worried a child is being abused”.

It is not the responsibility of the staff to investigate welfare concerns or determine the truth of any disclosure or allegation.

All staff however, has a duty to recognise concerns and maintain an open mind.

All concerns will be recorded and discussed with the DLP prior to any discussion with the parents.

Staff will immediately report

- any suspicion that a child is injured, marked or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings, play or inappropriate words.
- any significant changes in a child's presentation, including non-attendance to the pre-school or holiday club.
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present
- We have no legal right to stop a parent/carer who is under the influence of alcohol whilst picking up their child but we must ring the police immediately.

**Training and Support**
The DLP has completed Level 1 and 2 training in safeguarding & Child Protection. This training will be updated every 3 years. The pre-school manager has completed level 1 & 2 training in safeguarding & Child Protection.
The rest of the staff have completed Basic Awareness Training yearly Online. Staff will complete a refresher course every 3 years or sooner if more training is needed.
The Safeguarding Children Policy will be reviewed on a termly basis with the staff and committee to ensure all areas are met.
Induction training for all new staff will include safeguarding issues, such as signs of neglect.
All new staff are required to complete the Basic Awareness Training course which is currently online and part of their induction.

**Record Keeping and Information Storage**
Personal information is held on all the children, in line with the documentation requirements in the statutory framework.
Additional data to prompt the safety and welfare of the children is also gathered.

**GP details**

**Any court orders in place**

**Details of persons with parental responsibility**

**Persons authorised to collect the child**

**Specific medical needs or allergies**

The DLP is responsible for keeping a written record about every child they are concerned about, even if it is not appropriate to make an
immediate referral they will ensure that:

- Statement, facts and observable things (what was seen and heard) are recorded.
- Diagram indicating the size, position and colour of any injuries (not photographs) are recorded.
- Words that the child uses should not be translated into ‘proper’ words
- Any non-verbal behaviour is recorded

Child protection documents will be stored in a file that is separate from the child’s main file locked away and only accessible to the DLP and the pre-school manager and nominated member of the committee. Information regarding child protection will be shared with staff on a need to know basis only to ensure the safety and welfare of the child. Child protection records will be copied and transferred to any school or setting the child moves to clearly marked ‘Child Protection, Confidential for the attention of the Designated Lead Practitioner for Child Protection  Early Years or Designated Senior Person(schools) Records regarding child protection concerns will be shared with other agencies including Ofsted, as appropriate in order to safeguard children. Records will be kept until the child’s 25th birthday.

We aim to work with parents in partnership and will inform parents of any concerns and any intention we have of involving other agencies such as Childs Social Care. However if we felt that sharing these risks with parents might place a child at risk of harm we would not inform parents beforehand. If there is any concern that a child may be suffering or is at risk of suffering significant harm their safety and welfare is our overriding consideration.

**Procedure**

If abuse or neglect is suspected then the DLP will be informed immediately
If the DLP is not present at the setting the deputy DLP will be informed.

Following any information raising concern the DLP will consider

- If a child needs medical care we must ring for an ambulance.
- making an enquiry to Children's Social Care
- Discussing the matter with other agencies involved with the family.
- To ring the Central Database 01609 536462

Parents do not have to be informed of the above.
Then Decide

- Wherever possible to speak to the parents unless to do so may put a child at risk of significant harm, impede police investigation or place a member of staff at risk
- Whether to make a child protection referral because a child is suffering or is likely to suffer harm and this needs to be undertaken immediately. If we make a referral we have the right to a reply from Children's Social care within 3 working days but we may ring after 12 hours if we have not heard from them

Or

- Not to make a referral at this stage if further monitoring is necessary
- If it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral to other services.
- All information and actions taken, including the reasons for any decisions made will be fully documented.
- In the event of a child making a disclosure, staff will not investigate but will wherever possible elicit enough information to pass on to the DLP in order that she can make an informed decision of what to do next.

Staff should

- Listen to and take seriously any disclosure or information that a child may be at risk of harm.
- Try to ensure that the person disclosing does not have to speak to another member of staff.

Clarify the information

- Try to keep questions to a minimum
- Try not to show signs of shock, horror or surprise
- Not to express feelings or judgements regarding any person alleged to have harmed the child
- Explain sensitively to the child that they have a responsibility to refer the information to the DLP
- Never promise a child to keep a secret
- Reassure and support the child as far and as much as possible.
- Keep a record of the conversation, do not change any words and name people in full NOT e.g. Mr/Mrs B. Date and time the record
• Explain only to those who ‘need to know’ will be told.

• Explain what will happen next.

Allegations against Staff

An allegation is defined as where:

• It is alleged that a person who works or has worked with children, in a paid or un paid capacity has behaved in a way that has harmed a child, or may have harmed a Child in question.

• Possibly committed a criminal offence against or related to that child.

• Or behaved towards that child or children in a way that indicates she/he is unsuitable to work with children.

This is distinct from a ‘complaint’ and therefore dealt with under NYSCB procedures.

Staff should report allegations to the designated Child Protection coordinator. If the Child Protection coordinator is the subject of the allegation the designated Deputy Child Protection coordinator should be informed. If the allegation is about the pre-school leader then the Chairperson and nominated person of the committee should be informed. If the allegation is about the chairperson or the nominated person on the committee, then the LADO should be informed.

In the event of an allegation being made against a member of staff the Local Authority Designated Officer(LADO) should be informed

The person who has had the allegation made against them must not be informed initially. Child or witness should not be questioned.

Written details of the allegation should be made by the person who received the allegation and dated by them.

• Information should only be shared on a need to know basis.

• Initial details and other relevant information including circumstances should be complied to inform consultation with LADO. No names should be recorded.

• Ofsted will be informed of the allegation and the actions taken as soon as it is reasonably practicable, but at least within 14 days. Failure to do so is a criminal offence.

• The situation will be dealt with confidentially and on a need to
• Consideration will be given throughout to support the information, needs of children and staff where applicable.

Taking, storing and using images Of Children during pre-school & holiday club sessions. Including Mobile Phones and camera use.

During any session, whether in the pre-school or holiday club, staff will only take pictures of the children on the Busy Bees camera.

We will ensure:
• The camera does not leave the premises and is locked in the office when not in use.
• The Camera remains Busy Bees property and is solely used for taking pictures of the children during observations, activities and outings.

We will ensure:
• A parental consent is issued to all parents upon attending the pre-school or holiday club.
• Photographs of children will only be used and taken for the sole purpose of the child’s learning journal if we have consent to do so.
• We obtain parental consent for their child to be used in an advertising campaign to promote our pre-school and holiday club.
• Photographs taken are only used in way that parents give permission for.
• We will treat every individual case differently to meet the needs and requirements of all parents’ wishes.
• Parents give consent to having their child photographed with another child for the sole use of the learning journal.
• Learning Journals do not go home to parents, they are invited in to Busy Bees to read their special books, therefore no photographs are to leave the building, other than when the child leaves to go to school and their learning journal is passed to the parents. By this point we will have obtained sufficient information to have collected photos of the children to meet the needs and requested wishes, only upon the authority of the parents.
• Photographs of the children will only be printed in the office by a member of staff.
• Photographs will be stored solely on the Busy Bees computer in a file. Only staff has access to the photographs.

All staff will:
• Lock their mobile phone, I pad, tablet or any other recording devise in the lockable cupboard in the office.
• Staff will not use their own devises to take photographs on them.
• When parents are invited into the building to share an event or celebration, they are informed prior to the event that they
cannot use their own mobile phones, cameras to take photographs or recordings of the children on their own devices.
- Any parent doing so will be asked to stop and delete the footage immediately.

**Social networking Sites.**

We solely use a Facebook networking site to advertise our pre-school & holiday club and we will ensure that no photographs of the children are put on the site at any time.

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<tr>
<td><a href="http://www.safeguardingchildren.co.uk">www.safeguardingchildren.co.uk</a></td>
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<th>References to other relevant policies</th>
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<tr>
<td>Administering Medicines policy, Lost/uncollected policy</td>
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<tr>
<td>Inclusion policy, Promoting Positive Behaviour policy</td>
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<td>Admissions policy, Personal Care policy, Social Networking &amp; Mobile Phones.</td>
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<th>Signature</th>
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<td>Vic Wharldall</td>
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<td>September 2014, reviewed termly.</td>
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