



Thorpe Willoughby Childcare Centre

Safeguarding Policy and Procedures

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children’s health and development.

In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information).

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the centre’s other policies and procedures. Safeguarding children is everybody’s responsibility. At Thorpe Willoughby Childcare Centre all staff, students and visitors are made aware of and adhere to, the policy.

This policy works alongside these other specific policies to cover all aspects of child protection:

Online safety

Confidentiality/DATA protection

Whistleblowing

Anti-Bullying

Human Trafficking and Modern Slavery

Prevent Duty and Radicalisation

Domestic Violence, Honour Based Violence (HBV) and Forced Marriages

Looked After Children

Monitoring staff behaviour

Social networking

Mobile phone and electronic device use

Safe recruitment of staff

Disciplinary/Grievance

Promoting positive behaviour

SEN/Inclusion

Arrival/departure



Legal framework and definition of safeguarding

Children Act 1989 and 2004

Childcare Act 2006 (amended 2018)

Safeguarding Vulnerable Groups Act 2006

Children and Social Work Act 2017

The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017

Working Together to Safeguard Children 2018

Keeping Children Safe in Education 2019

Data Protection Act 2018

What to do if you’re worried a child is being abused 2015

Counter-Terrorism and Security Act 2015.

Inspecting Safeguarding in Early years, Education and Skills settings 2019

Prevent Duty 2015

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

Protecting children from maltreatment

Preventing the impairment of children’s health or development

Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document ‘Working together to safeguard children 2018).

Policy intention

To safeguard children and promote their welfare we will:

Create an environment to encourage children to develop a positive self-image

Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct

Support staff to notice the softer signs of abuse and know what action to take

Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development

Provide a safe and secure environment for all children

Promote tolerance and acceptance of different beliefs, cultures and communities



Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling

Always listen to children

Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need

Share information with other agencies as appropriate.

The Centre is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns.

Our practitioners have a duty to protect and promote the welfare of children.

Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem.

They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child’s behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care.

As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention.

This includes sharing information with any relevant agencies such as local authority services for Children’s Social Care, family support, health professionals including health visitors or the police.

All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The Centre aims to:

Keep the child at the centre of all we do, providing sensitive interactions that develops builds children’s well-being, confidence and resilience.

We will support children to develop an awareness of how to keep themselves safe, healthy and have positive relationships.

Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children (peer on peer) through bullying or discriminatory behaviour

Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND), isolated families and vulnerabilities in families; including the impact of toxic trio on children and Adverse Childhood Experiences (ACE’s).

Ensure that all staff feel confident and supported to act in the best interest of the child; maintaining professional curiosity around welfare of children and share information, and seek the help that the child may need at the earliest opportunity.



Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates

Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by North Yorkshire Safeguarding

Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest

Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times and maintaining safeguards around the use of technology by staff, parents and visitors in the setting.

Ensure that children are never placed at risk while in the charge of Centre staff

Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy

Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or working on the Centre premises including reporting such allegations to Ofsted and other relevant authorities including the local authority.

Ensure parents are fully aware of child protection policies and procedures when they register with the Centre and are kept informed of all updates when they occur

Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by North Yorkshire Safeguarding board.

Restrictive Physical Intervention

A restrictive intervention is defined as the use of physical force to control a child’s behaviour. Restrictive physical interventions with a child should only be engaged in if the child is at serious risk of hurting him/herself or someone else. Restrictive physical interventions should involve the minimum amount of force for the minimum amount of time. All incidents of restrictive physical intervention should be reported to the DSL using an incident reporting form (Appendix 3) at the earliest appropriate opportunity.

At TWCC we believe that it is quite acceptable to appropriately make physical contact with young children, for example to give reassurance to a child who is hurt or distressed. Staff should however be aware that children respond differently to touch and a child’s personal boundaries should always be respected.

Contact telephone numbers

For any safeguarding issues NYCC 01609 780780

NSPCC 0808 800 5000

Ofsted 0300 123 1231

Non-emergency police 101

Government helpline for extremism concerns 020 7340 7264



Emergency police 999

Non-emergency police 101

Government helpline for extremism concerns 020 7340 7264

Child exploitation and Online protection command (CEOP) <https://www.ceop.police.uk/safety-centre/>

Types of abuse and particular procedures followed:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused within a family, institution or community setting by those known to them or more rarely, a stranger.

This could be an adult or adults, another child or children.

What to do if you’re worried a child is being abused (advice for practitioners) 2015 and Working Together to Safeguard Children (2018)

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

Failure to thrive and meet developmental milestones

Fearful or withdrawn tendencies

Unexplained injuries to a child or conflicting reports from parents or staff

Repeated injuries

Unaddressed illnesses or injuries

Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

Emotional states:

Fearful

Withdrawn

Low self-esteem.

Behaviour:

Aggressive

Oppositional habitual body rocking.

Interpersonal behaviours:



Indiscriminate contact or affection seeking, over-friendliness to strangers including healthcare professionals

Excessive clinginess, persistently resorting to gaining attention

Demonstrating excessively ‘good’ behaviour to prevent parental or carer disapproval

Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed

Coercive controlling behaviour towards parents or carers

Lack of ability to understand and recognise emotions

Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

Peer-on-peer abuse

We are aware that peer-on-peer abuse does take place, so we include children in our policies when we talk about potential abusers.

This may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse.

We will report this in the same way we do for adults abusing children, and will take advice from the appropriate bodies on this area; to support for both the victim and the perpetrator, as they could also be a victim of abuse.

We know that children who develop harmful sexual behaviour have often experienced abuse and neglect themselves.

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical abuse to a child, which may involve hitting, shaking, throwing, poisoning; burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles, trunk and face.

Many children will have cuts and grazes from normal childhood injuries.

When children enter the Centre with an existing injury we will record the details of the injury.

Any injuries that are a cause of concern will be followed up with parents and the designated safeguarding lead.

Fabricated illness

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

The parent or carer may seek out unnecessary medical treatment or investigation; they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances or they may interfere with medical treatments.



Fabricated illness is a form of physical abuse and any concerns will be reported, in line with our safeguarding procedures.

Female genital mutilation (FGM)

FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this.

Some ethnic groups practise this form of physical abuse as a cultural ritual.

When the procedure happens is dependent on the community and it may occur shortly after birth, during childhood; during adolescence, just before marriage or during a woman’s first pregnancy.

The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, urinary infection, septicaemia, incontinence; difficulties in childbirth, causing danger to the child and mother; and/or death.

If you have concerns about a child or family, you should contact children’s social care team in the same way as other types of physical abuse.

We have a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

Breast ironing

Breast ironing also known as “breast flattening” is the process where young girls’ breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear, or delay the development of the breasts entirely.

It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage.

Although this is unlikely to happen to children in the Centre due to their age, we will remain vigilant for the signs and symptoms in any children and families using our services and follow-up concerns following our regular safeguarding referral process.

Sexual abuse

Sexual abuse involves forcing, or enticing, a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.

Sexual abuse can take place online and technology can be used to facilitate offline abuse. Adult males do not solely perpetrate sexual abuse; women can also commit acts of sexual abuse, as can other children.



Action must be taken if a staff member witnesses an occasion(s) where a child indicates sexual activity through words, play, drawing, has an excessive preoccupation with sexual matters; or has an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age.

This may include acting out sexual activity on dolls/toys or in the role-play area with their peers; drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child’s behaviour.

They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

Child sexual exploitation (CSE)

Working Together to Safeguard Children defines CSE as “...a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.”

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

Emotional abuse

Working Together to Safeguard Children defines emotional abuse as the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.



Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Signs that children are being emotionally abused may include shying away from an adult who is abusing them; becoming withdrawn, aggressive or clingy in order to receive their love and attention; not having a close bond with their parent/carer; seem unconfident or anxious, or being aggressive towards others.

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

Children may also experience emotional abuse through witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

Neglect

Working Together to Safeguard Children defines Neglect as the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)

- Protect a child from physical and emotional harm or danger

- Ensure adequate supervision (including the use of inadequate caregivers)

- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Signs may include a child persistently arriving at the Centre unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child’s growth or hurt them), arriving at the Centre in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent.

A child may also be persistently hungry if a parent is withholding food or not providing enough for a child’s needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at the Centre.

In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child.

Child Criminal Exploitation (CCE)



Child Criminal Exploitation (CCE) can be described as when an individual, or group, takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18.

The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of ‘deal line.’

Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

They are likely to exploit children and vulnerable adults to move the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Signs that a child may be involved in county lines could be a change in behaviour, suddenly having more money or possessions; change in friendship group, withdrawing from family life, sudden change in appearance; unexplained physical injuries, staying out late or a lack of interest in playing and previous positive activities.

Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties.

Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home.

If we recognise any of these signs, we will report our concerns as per our reporting process.

Contextual safeguarding-

As young people grow and develop they may be vulnerable to abuse or exploitation from outside their family.

These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

Domestic Abuse / Honour Based Violence / Forced Marriages

We look at these areas as a child protection concern. Please refer to the separate policy for further details on this.



Extremism – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

Reasons for referral may include a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

We have a Prevent Duty and Radicalisation policy in place. Please refer to this for specific details.

Online Safety

We take the safety of our children very seriously and this includes their online safety.

Please refer to the Online Safety policy for further details.

Human Trafficking and Slavery

Please refer to our Human Trafficking and Slavery policy for detail on how we keep children safe in this area.

Adult sexual exploitation

As part of our safeguarding procedures we will also ensure that staff and students are safeguarded from sexual exploitation.

Up skirting

Up skirting involves taking a picture of someone’s genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual.

This is a criminal offence and any such action would be reported following our reporting procedures.

Child abuse linked to faith or belief (CALFB)

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)

The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)

Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies

Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

Peer on peer abuse

We understand that at times children can abuse other children. Keeping Children Safe in Education 2020 states

“This is most likely to include, but may not be limited to:



Bullying (including cyberbullying):

Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;

Sexual violence, such as rape, assault by penetration and sexual assault;

Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;

Up-skirting, which typically involves taking a picture under a person’s clothing without them knowing with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;

Sexting (also known as youth produced sexual imagery); and

Initial/hazing type violence and rituals”

Whilst we would not expect to see many of these behaviours with such young children, the staff are aware of the possibilities.

Any unwanted behaviours by the children are dealt with according to our Behaviour Policy.

Children showing repeated unwanted or abusive behaviours would be placed on a behaviour plan agreed between staff and parents.

If behaviours continued, we would seek support from external agencies which could include the Local Authority behaviour support team or the Local Authority Safeguarding team.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

Reporting Procedures

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

Staff will report their concerns to the DSL Tracy Maddison/Leanne Chisom (in the absence of the DSL they will be reported to the Chair) Sue Kinsella

Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely.

For children who arrive at the Centre with an existing injury, a form will be completed along with the parent’s/ carers explanation as to how the injury happened.

Staff will have professional curiosity around any explanations given, any concerns around existing injuries will be reported.

If appropriate, any concerns/or incidents will be discussed with the parent/carer and discussions will be recorded.

Parents will have access to these records on request in line with GDPR and data protection guidelines.

If there are queries/concerns regarding the injury/information given, then the following procedures will take place:



The designated safeguarding lead will:

Contact the Local Authority children’s social care team to report concerns and seek advice immediately, or as soon as it is practical to do so.

If it is believed a child is in immediate danger they will contact the police.

If the safeguarding concern relates to an allegation against an adult working or volunteering with children then the DSL will follow the reporting allegations procedure (see below).

Record the information and action taken relating to the concern raised

Speak to the parents (unless advised not to do so by LA children’s social care team)

The designated safeguarding lead will follow up with the Local Authority children’s social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018).

We will never assume that action has been taken.

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the Local Authority children’s social care team, the Police or the NSPCC and report their concerns anonymously.

These contact numbers are displayed in the office and staff room

Responding to a spontaneous disclosure from a child

If a child starts to talk openly to a member of staff about abuse they may be experiencing then staff will:

Give their full attention to the child or young person

Keep body language open and encouraging

Be compassionate, be understanding and reassure them their feelings are important.
Phrases such as ‘you’ve shown such courage today’

Take time and slow down: we will respect pauses and will not interrupt the child – let them go at their own pace

Recognise and respond to their body language

Show understanding and reflect back

Make it clear you are interested in what the child is telling you

Reflect back what they have said to check your understanding – and use their language to show it’s their experience

Reassure the child that they have done the right thing in telling you.

Make sure they know that abuse is never their fault

Make no promise ‘not to tell’

Never talk to the alleged perpetrator about the child’s disclosure.



This could make things a lot worse for the child.

(Information taken from NSPCC)

Any disclosure will be reported to the Centre Manager or DSL and will be referred to the local authority children’s social care team immediately, following our reporting procedures.

Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure, supported by the Centre Manager or designated safeguarding lead (DSL). This record should include:

Child’s name

Child’s address

Age of the child and date of birth

Date and time of the observation or the disclosure, location

Exact words spoken by the child (word for word) and non-verbal communication

Exact position and type of any injuries or marks seen

Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time

Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the *manager/*DSL/*supervisor, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality.

This promise cannot be kept.

It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child’s mouth.

As soon as possible after the disclosure details must be logged accurately. It is not the Centre’s role to investigate, it is the role of statutory services to complete this.

Staff involved in a safeguarding case may be asked to supply details of any information/concerns they have with regard to a child.

The Centre expects all members of staff to co-operate with the local authority children’s social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent, child or member of staff.

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 local authority children’s social care team/police does not allow this to happen.

This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know.

Any information is shared in line with guidance from the local authority.

All staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work, or this will become a disciplinary matter.

The Centre has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR)[2].

These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk.

The Centre will follow the principles around data collection and information sharing, and ensure any information is recorded and shared in an appropriate way.

Support to families

The Centre takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the setting.

The Centre continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation.

Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Record Keeping

Confidential records kept on a child are shared with the child’s parents or those who have parental responsibility for the child, only if appropriate and in line with guidance of the local authority with the proviso that the care and safety of the child is paramount.

We will do all in our power to support and work with the child’s family.

The Centre keeps appropriate records to support the early identification of children and families that would benefit from support.

Factual records are maintained in a chronological order with parental discussions.

Records are reviewed regularly by the DSL to look holistically at identifying children’s needs.

Allegations against adults working or volunteering with children

If an allegation is made against a member of staff, student or volunteer or any other person who works on the Centre premises regardless of whether the allegation relates to the Centre premises or elsewhere, we will follow the procedure below.



The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the *Chair/*registered person/*DSL/*deputy manager instead.

At Thorpe Willoughby Childcare Centre we will follow our own local safeguarding partnership website information about how to report an allegation and we would also inform Ofsted immediately in order for this to be investigated by the appropriate bodies promptly:

If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the local authority children’s social care team yourself directly

The local authority children’s social care team will be informed immediately for advice and guidance

A full investigation will be carried out by the appropriate professionals (local authority children’s social care team, Ofsted) to determine how this will be handled

The Centre will follow all instructions from the local authority children’s social care team and Ofsted and ask all staff members to do the same and co-operate where required

Support will be provided to all those involved in an allegation throughout the external investigation in line with local authority children’s social care team support and advice

The Centre reserves the right to suspend any member of staff during an investigation, Legal advice will be sought to ensure compliance with the law.

All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities

Founded allegations will be passed on to the relevant organisations including the local authority children’s social care team and where an offence is believed to have been committed, the police will also be informed.

Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in the termination of employment, Ofsted will be notified immediately of this decision along with notifying the Disclosure and Barring Service (DBS) to ensure their records are updated.

All safeguarding records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer.

This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation

The Centre retains the right to dismiss any member of staff in connection with founded allegations following an inquiry

Unfounded allegations will result in all rights being reinstated

A return to work plan will be put in place for any member of staff returning to work after an allegation has been deemed unfounded.

Individual support will be offered to meet the needs of the individual staff member and the nature of the incident; this may include more frequent supervisions, coaching and mentoring and external support.



Monitoring children’s attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children’s attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the Centre prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the Centre the same day so the Centre Management are able to account for a child’s absence.

This should not stop parents taking precious time with their children, by keeping us informed parents can help us to meet our statutory requirements and let us know that children are safe.

If a child has not arrived at Centre within one hour of their normal start time the parents will be called to ensure the child is safe and healthy.

If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe.

Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family.

It is a parent’s responsibility to keep their emergency contact details updated.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children’s social care team to ensure the child remains safe and well.

Looked after children

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)

Contact arrangements for the biological parents (or those with parental responsibility)

The child’s care arrangements and the levels of authority delegated to the carer by the authority looking after him/her

The details of the child’s social worker and any other support agencies involved

Any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children.

We follow safer recruitment practices including obtaining references and all staff employed to work with children will have enhanced criminal record checks from the Disclosure and Barring Service (DBS) before being able to carry out intimate care routines or be left unsupervised with children.

We will obtain enhanced criminal records checks (DBS) for volunteers in the setting. #



Volunteers and visitors will never have unsupervised access to children.

All staff will attend child protection training and receive initial basic child protection training during their induction period.

This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the Centre.

During induction staff will be given contact details for the local authority children’s social care team’s, the local safeguarding children partnership and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

Ongoing suitability of staff is monitored through:

- Regular supervisions
- Peer observations
- Annual declaration of staff suitability
- Safeguarding competencies
- Regular review of DBS using the online update service

Designated Safeguarding Lead

We have named persons within the Centre who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL), there is always at least one designated person on duty during the opening hours of the setting.

The designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The Centre’s DSL’s liaise with the local authority children’s social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field.

They in turn support the ongoing development and knowledge of the staff team with regular safeguarding updates.

The Designated Safeguarding Leads (DSL) at the Centre are: Tracy Maddison, Leanne Chisom

The role of the Designated Safeguarding Lead:

Ensure that the settings safeguarding policy and procedures are reviewed and developed in line with current guidance; and develop staff understanding of the settings safeguarding policies

Take the lead on responding to information from the staff team relating to child protection concerns

Provide advice, support and guidance on an on-going basis to staff, students and volunteers.

To identify children who may need early help or who are at risk of abuse

To help staff to ensure the right support is provided to families

To liaise with the local authority and other agencies with regard to child protection concerns



Ensure the setting is meeting the requirements of the EYFS Safeguarding requirements

To ensure policies are in line with the local safeguarding procedures and details

Disseminate updates to legislation to ensure all staff are kept up to date with safeguarding practices

To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept

Attend meetings with the child’s key person

Attend case conferences and external safeguarding meetings, as requested, by external agencies.

The Centre safeguards children and staff by;

Providing adequate and appropriate staffing resources to meet the needs of all children

Informing applicants for posts within the CENTRE that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks 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

Giving staff members, volunteers and students regular opportunities during supervisions and having an open door policy to declare changes that may affect their suitability to care for the children.

This includes information about their health, medication or about changes in their home life such as child protection plans for their own children.

Requesting DBS checks and using the DBS update service (with staff consent) to re-check staff’s criminal history and suitability to work with children at regular intervals

Abiding by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so

Ensuring we receive at least two written references BEFORE a new member of staff commences employment with us

Ensuring all students will have enhanced DBS checks completed before their placement starts

Volunteers, including students, do not carry out any intimate care routines and are never left to work unsupervised with children

Abiding by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 (amended 2018) 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 will be reported to the Disclosure and Barring Services (DBS)

Having procedures for recording the details of visitors to the Centre and take security steps to ensure that no unauthorised person has unsupervised access to the children



Ensuring all visitors/contractors are supervised whilst on the premises, especially when in the areas the children use

Staying vigilant to safeguard the whole setting’s environment and be aware of potential dangers on the Centre boundaries such as drones or strangers lingering.

We will ensure the children remain safe at all times

Conduct of staff

The Centre has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with children.

All staff should be aware of the potential dangers inherent in:

- Working alone with a child
- Physical interventions
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from children and parents
- Contacting families through private telephones (including texting), e-mail, or social networking websites
- Disclosing personal details inappropriately
- Meeting children and their families outside the Centre hours or setting duties
- Staff relationships with children
- Information sharing
- ‘Position of Trust’ sexual offences Act 2003.

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy, we will view this as misconduct, and take appropriate action.

Where any member of staff believes that the Manager is failing to act in accordance with this policy, they must bring it to the attention of the Chair of Trustees in line with the whistle blowing policy.

Having a Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised

Ensuring that staff are aware not to contact parents/carers and children through social media on their own personal social media accounts and they will report any such incidents to the management team to deal with



Ensuring that all staff have access to, and comply with, the whistleblowing policy which provides information on how they can share any concerns that may arise about their colleagues in an appropriate manner. We encourage a culture of openness and transparency, and all concerns are taken seriously

Ensuring all staff are aware of the signs to look for of inappropriate staff behaviour, this may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately

Ensuring all staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training, safeguarding concerns and any needs for further support or training

Having peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly identified. Allegations against a member of staff

Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Concerns are raised with the designated lead and dealt with in an appropriate and timely manner

Ensuring the deployment of staff within the Centre allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

If anyone makes an allegation that any member of staff, volunteer or trustee may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children.

The allegation will be dealt with in accordance with the North Yorkshire Procedures.

The Chair/Manager will deal with such allegations, unless the allegation is against them. The Chair of Trustees if appropriate, will report without delay to the Local Authority Designated Officer (LADO). The LADO will decide on the outcome of the allegation:

- Substantiated
- Malicious
- False
- Unsubstantiated
- Unfounded

We also operate a Phones and Other Electronic Devices and Social Media policy which states how we will keep children safe from these devices whilst at the Centre. This also links to our Online Safety policy.



Our Childcare Centre has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Centre Manager/Chair at the earliest opportunity.

Early help services

When a child and/or family would benefit from support but do not meet the threshold for Local Authority Social Care Team, a discussion will take place with the family around early help services.

Early help provides support as soon as a concern/area of need emerges, helping to improve outcomes and prevent escalation onto local authority services.

Sometimes concerns about a child may not be of a safeguarding nature and relate more to their individual family circumstances.

The Centre will work in partnership with parents/carers to identify any early help services that would benefit your child or your individual circumstances, with your consent, this may include family support, foodbank support, counselling or parenting services.

When children leave the Centre, they ensure any child protection file is transferred to their new placement as soon as possible, separately from the main file.

These are to be addressed to the designated person for child protection, secure transit should be ensured and confirmation of receipt should be obtained.

Notify a child’s social worker if there is an unexplained absence, behavioural problems or other concerns about a child who has a child protection or Child in Need plan.

Where a child leaves and a new placement is not known, ensure that the local authority is alerted so that the child’s name can be included on the database for missing children.

Photographing children

We will not allow others to photograph or film pupils during an activity without the parent’s permission. Parents will be asked to sign a consent form for photographing children during their admission visit.

We will not allow images of pupils to be used on the Centre’s websites, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name.

We understand that parents like to take photos of or video record their children during events at our Centre. This is a normal part of family life, and we will not discourage parents from celebrating their child’s successes. At the Centre events we remind parents that photographs and video footage taken may not be posted on the internet or sent electronically. However, the Centre cannot be held accountable for photographs or video footage taken by parents or families at setting functions.

ICT policy

TWCC will ensure that suitable filtering systems are in place to prevent children accessing inappropriate or extremist material.

This policy was adopted on 10-04-2021



Signed on behalf of the Centre:

Date for review 10/04/2022

Trustee with responsibility for Safeguarding Sue Kinsella

In an emergency contact North Yorkshire County Council

To be reviewed annually or when new legislation is published.

Useful Numbers

Ofsted: 0300 300 1231

Childline: 0800 1111

Ofsted complaints, investigation and enforcement team – 03001231231

(LADO) Local authority Designated officer -

Signed on behalf of the Centre:.....Date.....

Date of review.....

Thorpe Willoughby Childcare Centre

Safeguarding Statement Revised: April 2021

Thorpe Willoughby Childcare Centre is committed to safeguarding all children, young people and vulnerable adults that we come into contact with.

Safeguarding the welfare of the child is the paramount consideration in every situation.

Our full safeguarding policy is available from a member of staff or on our website.

Our safeguarding leads are: Tracy Maddison and Leanne Chisom