

# Happy Days Pre School (Navenby)

## Safeguarding Procedure

Happy Days Pre School (Navenby) is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to and will work within the guidelines laid down by the Local Safeguarding Children Board and current government guidance 'What to do if you are worried a child is being abused- Summary' (DCSF publication)

All staff will be aware of their responsibility as early years practitioners to share any concerns they have about a child with the designated named person. If a staff member feels that their concern is not being taken seriously they have every right to share their concerns with the Lincolnshire Safeguarding Children Board customer services unit or the Police without affecting their terms of employment.

Staff members also have the right to share concerns directly with the Lincolnshire Safeguarding Children Board customer services centre (Tel. 01522 782111 or Out of Hours 01522 782333) or the police if they feel this is appropriate.

All staff will be aware of possible indicators of child abuse and procedures for recording and reporting through staff training, both internal and external.

Records will be kept as appropriate.

Whenever concerns are raised or worrying changes are observed in a child's behaviour, physical condition or appearance, a specific record will be set up. All suspicions will remain confidential and shared on a need to know basis and the guidance set by the Local Safeguarding Children's Board will be followed.

### **Where a disclosure is made:**

- Reassurance is given to the child
- The child will be listened to
- The child will not be questioned
- Promises will not be made to the child regarding not sharing the information in the disclosure

### **Records will be made to include:**

- The child's name, full address, date of birth
- Date and time of the disclose/observation
- Exact record of disclosure
- Name of person to whom disclosure was made
- Name of any third party present
- Records will be kept separately and securely from the child's main records with limited access
- Completion of CAF form

The designated person with responsibility for safeguarding children will be informed immediately and procedures followed under the guidance of the Local Safeguarding Children's Board.

**Where an allegation is made against a staff member:**

- The setting will cooperate fully with any enquiry
- Detailed records will be taken
- The setting disciplinary procedure will be followed where necessary
- Ofsted will be informed

**Procedures for dealing with allegations against staff**

All organisations must have in place procedures for dealing with allegations made against any adults. This will show your organisation is taking its safeguarding concerns seriously. Procedures for dealing with allegations against staff should comply with Lincolnshire Safeguarding Board Policies.

If you receive an allegation against a member of staff who works with children that causes concern that they have:

Behaved in a way that has harmed a child, or may have harmed a child;

Possibly committed a criminal offence against or related to a child; or,

Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

You will need to contact the Local Authority Designated Officer for Managing allegations through the Local Safeguarding Children’s Board Customer Services Centre (Tel. 01522 782111 or Out of Hours 01522 782333).

Suspension should not be an automatic response to an allegation, but organisations will need to consider the seriousness and plausibility of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and your organisation.

**Supporting families:**

We acknowledge that parents will be the first point of contact and they will be informed of any suspicions **unless** this is deemed likely to put a child at risk

We will follow the guidelines laid down by the area safeguarding children’s board

The setting, through the safeguarding children policy will inform parents of their role and responsibility regarding safeguarding children

The setting will continue to welcome children and work with parents throughout any investigation

This policy has been adopted by Happy Days Pre School (Navenby

Signed on behalf of the setting by:

..... Chairperson – Michelle Nunn

..... Manager – Caroline Stallwood

Date: