

Child Protection – Roles and Responsibilities



At Clare House we follow national legislation and local guidance with respect to child protection. All our policies and practices are carefully managed reviewed and updated regularly by the senior management team and management committee in association with national or local updates or new information.

The Manager:

- Ensures that the child protection policy and procedures are implemented and followed by all staff
- Allocates sufficient time, training, support and resources, including cover arrangements when necessary, to enable the DLO and deputy to carry out their roles effectively, including the assessment of children and attendance at strategy discussions and other necessary meetings
- Ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle blowing procedures
- Ensures that children are provided with opportunities to learn about safeguarding, including keeping themselves safe online
- Ensure that the child's wishes are taken into account when determining action to be taken or services to be provided.
- Liaises with the designated safeguarding officer and Local authority designated officer (LADO) in the local authority where an allegation is made against a member of staff/volunteer ensure
- Ofsted is informed within 14 days of the allegation.
- Ensures that anyone who has harmed or may pose a risk to a child is referred to the Disclosure and barring service.

The Management Committee

Ensures that:

- Appoints a DSL for child protection who is a member of the leadership team and who has undertaken training in inter-agency working, in addition to basic child protection training
- Ensures that the DSL role is explicit in the role holder's job description.
- Has a child protection policy and procedures, including a staff behaviour policy/code of conduct, that are consistent with the statutory requirements, reviewed annually and made available publicly on the website or by other means.
- Has procedures for dealing with allegations of abuse made against members of staff including allegations made against the Manager/Practitioners and allegations against other children.
- Follows safer recruitment procedures that include statutory checks on staff suitability to work with children and disqualification by association regulations.
- Develops a training strategy that ensures all staff, including the manager and practitioners, receive information about the safeguarding arrangements, staff behaviour policy or code of conduct and the role of the DSL on induction, and appropriate child protection training, which is regularly updated in line with any requirements of the SSCB. The DLO receives refresher training at three-yearly intervals.
- Ensures that all staff, including temporary staff and volunteers are provided with the child protection policy and staff behaviour/conduct policy

- Ensures that the setting contributes to early help arrangements and inter agency working and plans
- Provides a coordinated offer of early help when additional needs of children are identified
- Considers how children may be taught about safeguarding, including online appropriate to age and developmental of the children.
- The management group nominates a member to be responsible for liaising with the local authority and other agencies in the event of an allegation being made against the manager.
- It is the responsibility of the management group to ensure that Setting's safeguarding, recruitment and managing allegations procedures take into account the procedures and practice of the local authority and DSCB and national guidance.
- An annual survey will be submitted, as required, to the local authority (Somerset Early Years and Childcare Service) about how the safeguarding requirements have been implemented . Any weaknesses will be rectified without delay.

The Designated Safeguarding lead: Jayne Windsor

In our setting the manager is the designated safeguarding lead taking on the following following roles and responsibilities

- Has the status and authority to carry out the duties of the post, including committing resources and supporting and directing other staff.
- Is appropriately trained, with updates every two years and as appropriate to maintain up to date and relevant changes to legal polices.
- Acts as a source of support and expertise within the early years setting.
- Encourages a culture of listening to children and taking account of their wishes and feelings.
- Is alert to the specific needs of children in need, those with special educational needs and young Carers.
- Has a working knowledge of the safeguarding procedures.
- Makes staff aware of training courses and the latest policies on safeguarding.
- Has an understanding of locally agreed processes for providing early help and intervention.
- Keeps detailed written records of all concerns, ensuring that such records are stored securely and flagged on, but kept separate from, the child's general file.
- Uses the EHA to request support from the local safeguarding board.
- Works alongside other professionals and maintains communication.
- Notifies children's social care if a child with a child protection plan is absent for more than two days without explanation
- Ensures that when a child leaves Clare House, their child protection file is passed to the new provider or school (separately from the main child's file and ensuring secure transit) and Confirmation of receipt is obtained. The child's social worker/Health visitor other professionals are also informed.
- Attends and/or contributes to child protection conferences.
- Coordinates the setting's contribution to child protection plans.
- Develops effective links with relevant statutory and voluntary agencies including the DSCB
- Ensures that all staff sign to indicate that they have read and understood the child protection policy
- Ensures that the child protection policy and procedures are regularly reviewed and updated annually, working with management group regarding this.
- Liaises with the nominated management person and Manager as appropriate.
- Keeps a record of staff attendance at child protection training.
- Makes the child protection policy available publicly, on the website or by other means.
- Ensures parents are aware of Clare House's role in safeguarding and that referrals about suspected abuse and neglect may be made.

The deputy designated safeguarding Lead: Karen Robotham

In our setting the deputy manager has the role of deputy safeguarding lead and in this context has the following roles and responsibilities

Is appropriately trained and, in the absence of the designated safeguarding officer, carries out those functions necessary to ensure the ongoing safety and protection of children. In the event of the absence of the designated safeguarding officer, the deputy will assume all of the functions above.

Good practice guidelines and staff code of conduct

To meet and maintain our responsibilities towards safeguarding children staff need to agree standards of good practice which form a code of conduct policy for all staff. The aim of the Staff Behaviour and Code of Conduct policy is to provide clear guidance about expected behaviour and actions so as to not place child, Family/Carers or staff at risk of harm or of allegation of harm. As a part of their induction into the setting all staff are required to read and understand the Code of Conduct Policy which requires the following

- To have read all of the safeguarding policies.
- To understand our ethos.
- To identify boundaries and responsibilities.
- To agree to conform to communication and accountability with regards to safeguarding
- To explain what is expected of you as an employee.
- To demonstrate high standards of conduct in order to encourage our children to do the same.
- To ensure that staff avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- To help staff understand what behaviour is and is not acceptable.
- Treating all children with respect and not to discriminate in any form: Reference our Equal Opportunity Policy reflects one of the Nursery's core values.
- Setting a good example by conducting ourselves appropriately involving children in decisions that affect them
- Encouraging positive, respectful and safe behaviour amongst children
- Being a good listener and enable children to become confident and independent within their own voices.
- All conversations are written and staff are allowed time to do this. Forms are held in registers.
- When a child is disclosing adult /staff does not ask leading questions.
- Enabling safe secure relationships to build between child and staff.
- Being alert to changes in children's behaviour and to signs of abuse, neglect and exploitation
- recognising that challenging behaviour may be an indicator of abuse.
- Staff to be curious practitioners and be open and not judgmental within own thinking
- Reading and understanding the setting's child protection policy, staff behaviour policy and guidance documents on wider safeguarding issues, for example bullying, behaviour, physical contact, sexual exploitation, extremism, online safety and information-sharing
- Asking the child's permission before initiating physical contact, such as assisting with dressing, physical support or administering first aid for example: can I help you with
- Maintaining appropriate standards of conversation and interaction with and between children and avoiding the use of sexualised or derogatory language
- Being aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of abuse and be alert to concerns and raise these with DSO
- Referring all concerns about a child's safety and welfare to the DSO, or, if necessary directly to SSCB or the police following the setting's rules with regard to relationships with children and communication with children and families, including on social media

- Being aware of each child's permissions carried out during setting in.
- Staff may have access to personal information relating to other Staff, pupils and other members of the public. All Staff must treat this information in a discreet and confidential manner (the Data Protection Act 1998) and adhere to the following guidelines.
 - Written records and correspondence should be kept securely at all times.
 - Information relating to staff/children/public must not be disclosed either orally or in writing to unauthorised persons.
 - Information relating to staff/children/public must not be given over the telephone unless the caller has given details of their right to ask for such information. Staff should check on the caller's right to information by obtaining their telephone number and calling back to check their identity or by asking for a written request for information. DSL will deliver all safeguarding conversations where appropriate.
 - Confidential matters relating to staff/children/public should not be discussed in areas where they may be heard by passers-by, i.e. corridors, reception, lifts, etc.
 - Any breach of confidentiality may be regarded as misconduct and be subject to disciplinary action, see the disciplinary policy.

Abuse of position of trust

All staff are aware that inappropriate behaviour towards children is unacceptable and that their conduct towards children must be beyond reproach.

The Staff Code of Conduct sets out our expectations of staff and is signed by all staff members.

Support for those involved in a child protection issue

Child abuse is devastating for the child and can also result in distress and anxiety for staff/volunteers who become involved.

We will support children, their families, and staff/volunteers by:

- Taking all suspicions and disclosures seriously
- Nominating a link person who will keep all parties informed and be the central point of contact
- Where a member of staff is the subject of an allegation made by a child/parent/staff member, separate link people will be nominated to avoid any conflict of interest
- Responding sympathetically to any request from child or staff for time out to deal with distress or anxiety
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- Storing records securely
- Offering details of helplines, counselling or other avenues of external support
- Following the procedures laid down in our child protection, whistle blowing, complaints and disciplinary procedures
- Co-operating fully with relevant statutory agencies.

Complaints procedure

Our complaints procedure will be followed where a child or parent/carer raises a concern about poor practice towards a child that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a child or attempting to humiliate them, bullying or belittling a child or discriminating against them in some way. Complaints are managed by Manager. ***An explanation of the complaints procedure is included in the setting's prospectus and displayed on the notice board in reception.***

Complaints from staff are dealt with under the setting's complaints and disciplinary and grievance

procedures.

Complaints which escalate into a child protection concern will automatically be managed under the setting's child protection procedures

Staff training

It is important that all staff receive training to enable them to recognise the possible signs of abuse, neglect and exploitation and to know what to do if they have a concern.

New staff and members of the management group will receive a briefing during their induction, which includes the providers safeguarding/child protection policy and staff behaviour policy, reporting and recording arrangements, and details for the DSO. All staff, including the manager and management committee will receive training that is regularly updated and the DSO will receive training updated at least every 2 years including training in inter-agency procedures.

All staff will be made aware of the increased risk to abuse of certain groups, including disabled and SEN children, looked after children and young carers. The safety and protection of vulnerable groups will be the subject of regular staff training updates

Contractors

Contractors will not be allowed to work unsupervised. ID will be checked on arrival.

Site security

Visitors to Clare House including contractors, are asked to sign in, which confirms they have permission to be on site. Parents who are simply delivering or collecting their children do not need to sign in. All visitors are expected to observe the setting's safeguarding and health and safety regulations to ensure children are kept safe. The Manager will exercise professional judgement in determining whether any visitor should be escorted or supervised while on site.

The front door to the nursery will remain locked at all times.

Extended activities and off-site arrangements

All extended and off site activities are subject to a risk assessment to satisfy health and safety and safeguarding requirements. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, to safeguard children and staff including reviewing their safer recruitment procedures.