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Date Of Review

Staff working in the centre have a duty of care towards the children attending and this duty brings with it the responsibility to ensure that all efforts are made to safeguard children from suspected and actual harm. Children attending the centre have a right to feel safe and staff, in partnership with parents/carers, have a responsibility to act on any concerns they may have regarding a child's welfare and well-being.

The Legal framework for this policy

- Children act (2004/1989)
- Working together to Safeguard children (2006)
- Safeguarding Vulnerable Groups Act (2006)

Practitioners have a duty to safeguard and promote the welfare of children. Due to the many hours of care we provide, staff will often be the first people who sense that there is a problem. They may well be the first people in whom children confide about abuse. The centre has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect.

Our prime responsibility is the welfare and well being of children in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work as part of a multi-agency international team where possible in the best interest of the child.

All staff will be familiar with their own responsibilities to act swiftly upon any suspicions or concerns they may have about any child or member of staff at the centre. The centre will follow the procedures set out in the Early Years Foundation Stage statutory framework, DFES Safeguarding children's board Guidance, and as such will seek advice on all steps taken subsequently.

The Staff has a duty to report any suspicions around abuse to the Manager access centre who, under the children Act 1989 have an obligation to investigate such matters.

Staff must not make comment either publicly or in private about a parent's supposed or actual behaviour, strict confidentiality will be observed at all times. Staff must raise any concerns initially with the 'Designated senior member of staff for Safeguarding', who will discuss these concerns with the manager/registered person on a need to know basis and appropriate action will be considered.

Staff responsibilities do not include investigating the suspected abuse and all related information must be kept in a locked filing cabinet. Parents and families will be treated with respect in a non- judgemental manner whilst investigations by the appropriate authorities are being carried out in the best interests of the child.

It is the policy of the centre to provide a secure and safe environment for all children from abuse. The Centre will therefore not allow an adult to be left alone who has not received their suitable vetting checks and all our staff will receive safeguarding training. We know how important staff ratios are and ensure that we follow the legal requirements for the minimum numbers of staff present with the children at any time as set out in the Early Years Foundation Stage statutory framework.

The Centre aims:

- Ensure that children are never placed at risk while in the charge of the centre staff.
- Ensure that confidentiality is maintained at all times.
- Ensure that all staff are alert to the signs and understand what is meant by safeguarding and are aware of the different ways in which children can be harmed, including by other children i.e. bullying.
- Ensure that all staff are familiar with safeguarding issues and procedures when they register with the centre and kept informed of all updates when they occur.
- Regularly review and update this policy.



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centres recognise that child abuse can and does happen in all types of families. The different social and cultural backgrounds of the children do not constitute barriers to child abuse and in most cases children are abused by individuals known to them, rather than strangers. Child abuse can take many formats, but all instances can be broadly categorised under one of four headings; neglect, physical abuse, sexual abuse and emotional abuse. The following identifies some possible manifestations of child abuse; however these lists are not exhaustive.

Neglect – is the persistent failure to meet basic physical and psychological needs, which may result in the serious impairment of the child’s health and development. For example; poor hygiene, untreated medical problems, emaciation or under nourishment. Staff may notice behavioural signs such as a child who always seems to be hungry, is constantly tired or talks of being left alone.

Procedure:

- The concern should be discussed with the parent/carer.
- Such discussions will be recorded and the parent/carer will have access to such records.
- If there appears to be any queries regarding the circumstances the children’s services access centre will be notified.

Physical abuse – physical signs may involve unexplained bruising in unlikely areas, facial bruising, hand/finger marks, bite marks, burns, lacerations or abrasions. Staff may notice certain behavioural signs that also indicate physical abuse such as a child that shy’s away from physical contact, is withdrawn or aggressive towards others or their behaviour changes suddenly.

Procedure:

- All signs of marks/injuries to a child when they come into centre will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parent/carer at the earliest opportunity.
- Such discussions will be recorded and a signature obtained from the parent/carer who will have access to such records.
- If there appears to be any queries regarding the injury, the manager will keep a written record.

Sexual Abuse – Physical signs may include bruising consistent with being held firmly, discomfort in walking/sitting, pain or itching in the genital area, discharge or blood on under clothes, or loss of appetite. Behavioural signs may include drawings or play showing indicators of sexual activity, sexual explicit language, knowledge of adult sexual behaviour, seductive behaviour towards others, poor self esteem and a child who is withdrawn.

Procedure:

- The observed instances will be detailed in a confidential report.
- The observed instances will be reported to the manager whom will contact relevant international organisations for support.

Emotional Abuse – Physical signs of emotional abuse may include a general failure to thrive, not meeting expected developmental milestones and behaviourally a child may be attention seeking tells lies, have an inability to have fun, low self esteem, speech disorders, and be inappropriately affectionate towards others.

Procedure:

- The concerns should be discussed with the parent/carer by the DMS/Manger.
- Such discussions will be recorded and the parent/carer will have access to such records.
- If there appears to be any queries regarding the circumstances, the children’s services access centre will be notified.

However, when identifying any potential instances of abuse, staff must at all times be aware that children may demonstrate individual or combinations of the indicators detailed, but may not be the subject of abuse. Individual or isolated incidents do not necessarily indicate abuse. However, staff should always remain vigilant and must not ignore warnings signs and contact Children’s services access centre at any stage for support.

Staff will make an objective record of any observation or disclosure and include:

- Child's name.
- Child's address
- Child's age and date of birth
- Date and time of the observation or the disclosure
- EXACT words spoken by the child/injuries or marks seen
- Name of person to whom the concern was reported, with date and time and the names of any other person present at the time.
- Any discussion held with the parent/carer

These records are signed and dated and kept in a separate confidential file. All members of staff must know the procedures for recording information. It may be thought necessary that through discussion with all concerned the matter needs to be raised with the Children's International services and OFSTED. Staff involved may be asked to supply details of any information they have of concerns with regard to a child. The centre expects all members of staff to co-operate with the Children's Services access centre and OFSTED in any way necessary to ensure the safety of the children.

All staff will attend Safeguarding Training or complete the E Learning training and receive basic training as part of their induction.

Staff and Volunteering

A senior member of staff is identified within the centre as the 'Designated senior member of staff for safeguarding' (DSMS), in their absence the Deputy manager assumes this responsibility. The designated person will undertake specific training and accesses regular updates to developments within this field.

The named DSMS is Lucy Prew

- We provide adequate and appropriate staffing resources to meet the needs of the children
- Applicants for the post within the centre are clearly informed that their positions are exempt from Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applicants are rejected because of information that has been disclosed, applicants have the right to know and challenge incorrect information.
- All applicants must have an enhanced Criminal Records Bureau disclosure check and must be registered with the Independent Safeguarding Authority (ISA).
- We abide by OFSTED requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the centre or has access to the children.
- Volunteers, including students do not work unsupervised
- We abide by the Independent Safeguarding authority of Children Act requirements in the respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise lead to dismissal for reasons of safeguarding children.
- The deployment of staff within the centre allows for constant supervision.

Parents are normally the first point of contact. If suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of DFES prevents otherwise.

This will usually be the case where the parent is the likely abuser. In these cases the investigating Officer will inform the parents.

Confidentiality

All suspicions and investigations are kept confidential and only shared with those who need to know. Any information is shared under the guidance of the Worcestershire Safeguarding Children's Board.

Support to Families

- The Centre takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the centre.
- The centre continues to welcome a child and their family whilst investigation are being made in relation to abuse within the home.
- Confidential records kept on a child are shared with parents or those who have parental responsibility for the child, only if appropriate under the guidance of the Local Safeguarding Children's Board



Employees of the centre, Allegations of abuse by member of staff
If an allegation is made against a member of staff, the centre manager and the
staff member will follow mis-conduct procedures whilst investigated. It is important to take a name of the
person spoken to and they will advise on the next steps to be taken. Next steps are OFSTED notified, and
international bodies alongside local police

- Staff will cooperate with the investigating authority.
- The centre reserves the right to suspend any member of staff on full pay during an investigation
- All investigation/interviews will be documented and kept in a locked file. Records on the alleged perpetrator will be kept until they reach normal retirement age or for 10 years if that period of time is longer. This includes records of people no longer associated with the provision.
- Unfounded allegations will result in all rights being re-instated.
- All allegations will be passed on to the relevant organisation and will result in the termination of employment. OFSTED may be notified immediately of the allegation. The centre will also be required to notify the Independent Safeguarding Authority (ISA) to ensure their records are updated.
- Counselling will be available for any member of the centre who is affected by the allegation, their colleagues in the centre and the parents.
- If an allegation of abuse is made about the centre manager /registered person, the person making the complaint is likely to contact OFSTED, Children's services or the police directly

Useful Contacts

Local Contacts

Local Police;

Local Embassies:

International Contacts;

Stepping Stones Nigeria - www.stepsstonesnigeria.org

Unicef

Human Rights

Statement, Management and Aims of the centre:

"Parents are children's first and most enduring educators. When parents and practitioners work together in early years settings, the results have a positive impact on children's development and learning; Birth and

Beyond values parental involvement and we aim to work in close partnership with parents.

We are an Independent sponsored fee paying voluntary organisation, with a Setting Manager, and two financially responsible Directors. Parents are welcomed into Centre at mutually convenient times to learn more about their children's progress and to discuss any concerns from the parent or Centre. There are numerous opportunities throughout the year (both formal and informal) to meet together and get to know each other.

Understanding of, and involvement in the Centre

To help settle children into the centre before they start we hold:

- Induction visit - this is a familiarisation session for each child to meet staff and other children
- Settling in sessions - parents are welcome to stay with their child until he/she has settled at the Centre, these settling in sessions will be discussed between parents and supervisor, charges will be made for settling in sessions
- Children under 3 years- Your child will be allocated a key worker – a staff member, who will record and communicate your child's progress whilst with us, we would normally hope that you and your child meet the key worker at either the induction visit, or your child's first day with us, but this is not always possible. However someone you and your child know will always try to introduce you both to the key worker as soon as possible. You will be informed of your child's key worker upon starting the year.
- At your child's induction, you will be asked to complete some registration forms and have access to policies and procedures to read, you will be asked to sign to confirm you will comply with these policies. We are endeavouring to get our policies online, for ease of access; however you are also welcome to take a copy of our policy folder home to read, as long as it is returned within a few days or when asked, otherwise we may ask for a fee to cover re-printing costs.

Early Years Foundation Stage, Parental Involvement and Your Child

- A member of staff is always available, either informally or by appointment, to discuss any concerns or queries you may have.
- All parents are informed on a regular basis about their child/children's progress - this can be informally as you come and go, or more formally at key worker meetings, or at open events. You can view your Child's pathway at any time, but need to be aware it may not always be up to date.
- We have a weekly planning sheet on display so you can see what your child has been offered for snack and the activities offered each day, we may also record special visitors to the Centre (hygienist, community police, fire brigade etc).

Regular newsletters – we currently have a termly newsletter which gives you information about our termly topics and what we will be doing during session times, any upcoming events/ fundraising activities taking place as well as any other important news for parents/carers.

- Annual Centre events include an Easter bonnet parade and egg hunt, Chinese lantern and dragon dance, winter wonderland performance. Summer fete, Fancy dress ball, teddy bears picnic, sports and dance day, trick or treat bonfire and firework display, Harvest festival and Maypole fayre. We encourage active participation from parents with the organisation of such events.
- If we have any concerns about a child's well being during the day every effort will be made to contact the parents or their emergency contact.
- Parents are requested to keep us informed of any changes to personal circumstances which may have an effect upon a child. (change of address, telephone/mobile number, doctor, emergency contact etc)
- Parents are also requested to keep us informed of any circumstances which could have an effect on a child's emotional well being (bereavement including pet, separation or illness in the family)

We do have a counselling service for families

- Annual questionnaires – we send out each year to parents for you to tell us about the Centre environment, activities and staff
- All information provided by parents about their children will be kept confidential and treated on a strict need to know basis

Partnership Policy, Behaviour Policy, Safeguarding Policy, Complaints Policy and procedure, Confidentiality Policy and Fees policy. As these policies can change with new legislation and are regularly reviewed to ensure they remain in line with current guidelines, please submit a request for the above at the administration office.

Financial

As a voluntary independent provider parents provide paid placements for their child, in this you are liable for the costs stated in your annual contract.

We require prompt payment from parents to uphold staffing, resources and building maintenance remains to a high standard.

Inappropriate Behaviour

Inappropriate behaviour includes, but is not limited to:

- Aggressive or abusive behaviour, (including shouting, swearing and threatening behaviour)
- Bullying
- Use of social networking sites to which may be detrimental to the reputation of the Centre or an individual working for the Centre

Any parent who displays inappropriate behaviour in the centre or uses social network sites to damage the reputation of the Centre would be asked to attend a meeting with the chairperson of the committee and their child would be excluded while the matter is investigated, dependent upon the outcome of the investigation the child may be allowed to return to, or may be permanently excluded from the setting.

Keeping children Safe

Children at the centre will build safe relationships with staff members and teachers, they will confide in these individuals alongside their friends and companions with this comes information sharing if a child shares information suggesting they are subject to harm outside of the centre, procedures are followed.

Staff with teaching and learning responsibility, are trained in child assessment and observation; as part of your child's education they will be under consistent observation to assess early learning objectives. Staff will observe personal character, behaviours and attitudes of children.

If staff observes signs of abuse or mal-treatment safe guarding procedures will follow.

Please read Safe guarding policy regarding Procedures we adhere to.

At Birth and Beyond we provide a British teaching and learning experience, we govern this by and English and International inspector requirements, The British curriculum therefore the British laws.

We as an organisation respect and acknowledge the cultural differences in family expectations, behaviours and beliefs. With this we are committed to working with families in Unison.

Where procedures differ in Nigeria to United Kingdom regarding, Child Abuse, trafficking and exploitation our expectations of keeping your children safe and emotionally ready for education does not differ.

Services we commit to offering families

- Family counselling (Gestalt, Extensional)
- Child therapy, (Music, Art, Play, Behaviour)
- Speech and language pathology
- Communication and Sign-a-long

Parent Visitors, Volunteers Children's Celebrations

At times parents often wish to spend time with their child in the Centre setting, we encourage this though we do implement guidelines of which we ask you to follow.

Children very easily become unsettled, change behaviours and hinder their learning development we do not wish this for our children's.

- Children's celebrations and birthday parties, if a parent brings gifts to the centre there must be a token for the whole of the group.
- No Discipline is to be instigated by parents at the centre to their child or any other child
- Volunteering in the group, we discourage from being in the same group as your own child
- As a parent you are not to be left unsupervised with children in the centre who is not your own child/ren