



Safeguarding Policy and Procedure

Introduction

The safety of all children in our Playgroup sessions is paramount. Everyone has a duty to safeguard children, young people and vulnerable adults. This policy outlines practices that will promote the safety of children, young people and vulnerable adults attending Tenterfield Tinies.

Children and young people are defined as anyone under the age of 18 years.
Vulnerable adult is defined as anyone over 18 who is unable to care for themselves; unable to protect themselves from significant harm or exploitation or may be in need of community care services.

Tenterfield Tinies will respond to any safeguarding concerns, will play an active role in counteracting neglect concerns during our Playgroup sessions by supporting and working closely with-families that attend our sessions, and manage all volunteers with appropriate checks that are involved in providing the Playgroup sessions.

The lead person taking responsibility for safeguarding in our setting

The Designated Person for Child Protection (DSL) at Tenterfield is:
Mrs Vicky Beare

The Designated people for safeguarding at Tinies are:
Lucy Hill
Kate Stuart

The Designated people at Tinies provide support, advice and guidance to all volunteers & families on an on-going basis, on any specific safeguarding issue as required and where appropriate.

The DSL is responsible for liaison with local statutory children's services.

Child Protection Training

The above members of staff have accessed child protection training that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect. The knowledge gained from this training is shared with all volunteers.

Volunteers are trained to identify signs of possible abuse and neglect at the earliest opportunity and to respond in a timely and appropriate way, by following the procedure outlined in this safeguarding policy.

Possible signs of abuse and neglect may include:

- Significant changes in children's behaviour
- Deterioration in a child's general well-being
- Unexplained bruising, marks or signs of possible abuse and neglect
- Children's comments which give cause for concern
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation
- Inappropriate behaviour displayed by other volunteers, For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images

Procedure for responding to child protection concerns:

1. The volunteer must report their concerns to the Designated people at Tinies (named above)
2. The volunteer must record their concerns as soon as possible while the account is fresh in their mind. Records must be based on facts only and free from opinion.
3. Before making a referral to local children's services and/or police, the designated person must inform the parent of this and the reasons for it, unless by doing so, this will jeopardise the child's safety:
 - A. If a child has any bruising, marks or injuries which are not consistent with the child's age and stage of development the DSL will refer the concern to Children's services immediately
 - B. If a child has made a direct disclosure of abuse the DSL will refer the concern to Children's services immediately

Hertfordshire County Council Children's Services Contact Number: 0300 123 4043

4. In an emergency the Police will be contacted immediately on 999
5. The DSL will follow the advice and instruction of Children's Services

Allegations Made Against a volunteer

In the event of an allegation being made against a member of staff the following procedure must be followed:

1. The volunteer must report their concerns about the designated people (named above)
2. The volunteer must record their concerns as soon as possible while the account is fresh in their mind. Records must be based on facts only and free from opinion.
3. The DSL, will report the concern to the Local Authority (see above)
4. In an emergency the Police will be called immediately on 999
5. The DSL, or the person referring the concern to the LADO, must follow the advice and instruction issued by the LADO

Working Together to Safeguard Children

Volunteers have regard to the publication “Keeping Children Safe In Education 2022”. KCSIE sets out how organisations and individuals should work together with safeguard and promote the welfare of children and young people in accordance with the Children Act 1989 and the Children Act 2004. Practitioners and agencies have different responsibilities under the different areas of the guidance and should consult the preface for a fuller explanation of their statutory duties. Link to the guidance for Working Together to Safeguard Children:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

Our setting also has regard to the following government statutory guidance:

- What to do if you are worried a child is being abused (2015)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
- The Prevent duty guidance for England and Wales
- Keeping Children Safe in Education – although relevant to schools, childcare settings can benefit from referring to this guidance

The use of mobile phones and cameras in the setting

Parents, volunteers and carers using their mobile phone during the session are to ensure that that they are only used to take pictures of the child in their care.

Volunteers are not to use their mobile phones whilst caring for children. Volunteers are responsible for ensuring that their mobile phone is stored somewhere safe, away from areas accessed by the children, before they start Playgroup.

Parents and carers and visitors using, or carrying with them, their mobile phones whilst on the premises, are only permitted to take photos of the own child.

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