

Wrexham Early Years Centre

Safeguarding Policy

PURPOSE & AIMS

The purpose of Wrexham Early Years Centre's Safeguarding Policy is to ensure that every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care.

This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

2. OUR ETHOS

The child's welfare is of paramount importance. Our school will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

All staff and regular visitors will, either through training or induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

At all times, we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Headteacher	Mrs. Rhian Hughes	School contact details
Named Safeguarding Governor	Mrs. Ann Pumford	School contact details
Alternate Safeguarding Staff Member	Ms Rachel Costeloe Mrs Elizabeth Jones	School contact details

It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this procedure and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school.

The Governing Body

The Governing Body of Wrexham Early Years Centre is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor, who champions safeguarding within the school. The Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is referred to in our school prospectus and has been written in line with Local Authority guidance and the requirements of the Wrexham Safeguarding Children Board policies and procedures;
- The Headteacher is designated to take the lead responsibility for safeguarding and child protection and that there is an alternate and appropriately trained member of staff identified to deal with any issues in the absence of the Headteacher.
- All staff have undertaken appropriate child protection training.
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance.

The Governing Body will receive a Child Protection / Safeguarding report at each meeting. It will record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

The Headteacher

At Wrexham Early Years Centre the Headteacher is responsible for:

- Identifying an alternate member of staff to act as the Senior Designated Person for safeguarding (SDP) in her absence;
- Ensuring that policies adopted by the governing body are fully implemented and followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures.
- Any concern for a child's safety or welfare will be recorded in writing and given to the Headteacher. Through appropriate training, knowledge and experience she will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services.
- The Headteacher at Wrexham Early Years Centre will represent the school at child protection conferences and core group meetings and will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.
- She will maintain written records and child protection files ensuring that they are kept confidential and stored securely.
- The Headteacher will ensure that all staff, volunteers and regular visitors have received appropriate child protection information prior to their starting in Wrexham Early Years Centre.

4. TRAINING & INDUCTION

When new staff, volunteers or regular visitors join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's Child Protection and Safeguarding policies and told who our Designated Professional for Safeguarding is.

Every new member of staff or volunteer will be informed of school's essential safeguarding information. This will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child and issues of confidentiality. During this period of induction, staff and volunteers will be reminded of their responsibility to safeguard all children at our school.

New staff who have not had any child protection/safeguarding training or staff who have had training more than three years ago will be provided with an introduction to safeguarding and will then be trained with the rest of the staff team at least every three years.

All members of staff will undertake appropriate safeguarding training at least once every three years. The Headteacher, the alternate designated member of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend a multi-agency training courses at least once every three years.

The governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school.

The Headteacher will also provide regular safeguarding updates for staff.

PROCEDURES FOR MANAGING CONCERNS

- Wrexham Early Years Centre adheres to child protection procedures that have been agreed locally through the Wrexham Children's Safeguarding Board.
- The Headteacher should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. If the Headteacher is not available, the alternate SDP should be contacted regarding any concerns.
- It is *not* the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the Headteacher or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.
- All concerns about a child or young person should be reported without delay and recorded in writing.
- Following receipt of any information raising concern, the Headteacher will consider what action to take and seek advice from Children's Services as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.
- Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.

WORKING WITH PARENTS & CARERS

Wrexham Early Years Centre is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area. When new pupils join our school, parents and carers will be informed that we have a safeguarding policy. It is also referenced in the school prospectus. A copy will be provided to parents on request and is available on the school website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm. We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm.

A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the Headteacher making a referral to Children's Services in those circumstances where it is appropriate to do so.

7. CHILD PROTECTION CONFERENCES

Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

Staff members may be asked to attend a child protection conference or core group meeting on behalf of the school in respect of individual children. Usually the person representing the school at these meetings will be the Headteacher or Alternate Safeguarding staff member. In any event, the person attending will need to have as much relevant up to date information about the child as possible.

Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

8. RECORDS AND INFORMATION SHARING

- If staff are concerned about the welfare or safety of any child at our school, their concerns will be recorded on the agreed reporting form. They should ensure that the form is signed and dated. Any concerns should be passed to the Head teacher without delay.
- Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the Headteacher. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.
- Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here.

When a child leaves our school, the Headteacher will make contact with the SDP at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner.

9. SAFER RECRUITMENT

At Wrexham Early Years Centre, we will use the recruitment and selection process to deter and reject unsuitable candidates. We insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake enhanced DBS checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

10. SAFER WORKING PRACTICE

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

All staff will have access to and be expected to know our school's Code of Conduct and policy with regards to positive handling. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to.

If staff, visitors, volunteers or parent helpers are working with children they will at all times be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long.

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

11. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. In the event that the Headteacher is not contactable on that day, the information must be passed to and dealt with by the member of staff acting as Headteacher.

Should an allegation be made against the Headteacher, this will be reported to the Local Authority ESW Team Manager, Mr John Grant. No member of staff or the governing body will undertake further investigations before receiving advice from him.

Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher can contact the ESW John Grant directly on 01978 295418.

12 RELEVANT POLICIES

To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Anti-Bullying
- Equalities policies/procedures
- Whistle-blowing
- Attendance
- E-safety
- Health and Safety including site security
- Toileting policy
- First aid
- Educational visits

Recording Form for Safeguarding / Child Protection Concerns

Full name of child	Date of Birth	Class	Your name and position in school

Nature of concern/disclosure

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Was there an injury? Yes / No

Did you see it? Yes / No

Describe the injury:

Have you filled in a body plan to show where the injury is and its approximate size?

Yes / No

Was anyone else with you? Who?

Has this happened before?

Did you report the previous incident?

Who are you passing this information to?

Name:

Date:

Position:

Time:

Your signature:

Date:

