

Picton Children's Centre

A SureStart Children's Centre

SAFEGUARDING CHILDREN POLICY

Picton Children's Centre has a responsibility under current legislation to Safeguard the children that we work with.

This means that each member of staff has a duty to provide an environment that promotes the health, safety and development of the children that use the centre. It also means that we have a responsibility to protect children from harm and to prevent impairment of their health and development.

We believe that all children have the right to feel safe, protected and valued and that by promoting an environment that recognises each individual child we are better able to work with parents and carers to give children the best start in life.

We have policies, procedures and good practice guidelines in place which demonstrate clearly the steps that are to be followed to protect the children who use our centre and comply with the guidelines set out by the Liverpool Safeguarding Children Board.

Aim

To create a warm and supportive environment in which every member of staff will support children to work towards the five outcomes of Every Child Matters and in particular Stay Safe.

Procedures for ensuring children are safe

- All existing staff are checked by the Criminal Records Bureau.
- Students and visitors to our setting will not be left unsupervised with the children at any time. All students and visitors will be asked to complete a screening document if they do not have an original

CRB certificate with them. They will also be asked to sign in and out of the building.

- All staff (including students) are provided with a copy of relevant policies and procedures and must sign to confirm that they have read and understood their responsibilities.

- The coordinators for Safeguarding are:

Julie Marshall – Assistant Head Teacher Chatham Place Nursery School

Makeda Hypolite – Nursery Manager

Liz Parsons – Children’s Centre Deputy Manager

Coordinators role and responsibilities:

- To ensure that all staff are provided with a copy of the policies and procedures.
- To ensure that all staff have the opportunity to develop their knowledge and understanding through training.
- To provide staff with the opportunity to share any concerns and to be confident that their concerns will be taken seriously.
- To ensure that clear, factual records of concerns are kept and stored correctly. Records of concerns will be held in a locked Safeguarding file which can only be accessed by the safeguarding coordinators.
- To ensure that families who use the centre are aware of our Safeguarding procedures. (All families who use the nursery must be provided with a copy prior to admission.)

- To liaise where appropriate with other agencies in accordance with the information sharing protocol.
- To ensure that confidentiality is maintained.

Staff's role and responsibilities:

- To continually develop their knowledge and understanding. If unsure or require further training please speak to one of the Safeguarding Coordinators.
- To inform coordinator of any safeguarding concerns as soon as possible. Do not leave at the end of duty without sharing your concern.
- To provide clear, accurate and factual reports for case conferences, core groups and child's records. Any safeguarding concerns/records must be placed in a separate file for the child in the locked safeguarding cabinet. Only the safeguarding coordinators hold keys for these files.
- To follow any recommendations identified in a child's care plan.
- It is not your role to investigate or judge only to recognise, report and refer concerns.
- In the event that you are involved in an emergency/crisis situation and can not contact one of the safeguarding coordinators then please contact Careline for advice on 0151 233 3700.
- If you do not feel that your concern has been dealt with appropriately by the Safeguarding coordinator then it is your right to take the matter further. You can do this by seeking support from any of the following –

Colin Wilson Children's Centre Services Coordinator

Careline - 0151 233 3700

Local Authority Designated Officer -0151 225 6207

All staff members will maintain strict confidentiality in respect of information conveyed to them by parents, colleagues and other professionals.

Only if a child was considered to be at risk of immediate danger or significant harm would a referral be made without speaking to the parents/carers first.

Allegations of serious harm or abuse made towards a member of staff

All allegations of abuse or maltreatment of children by a staff member or volunteer will be taken seriously and treated in accordance with consistent procedures that have been developed by the Local Safeguarding Board.

The procedure is not limited to allegations involving significant harm or risk of harm to a child. It should be used in respect of all cases where it has been alleged that the person has:

- Behaved in a way that has or may have harmed a child.
- Committed a criminal offense against a child
- Behaved towards a child in a way that deems them inappropriate to work with a child.

Should any allegation of abuse be made against a staff member or volunteer of Picton Children's Centre, the Safeguarding Coordinator must contact Careline on 233 3700. If the concern is about the Safeguarding Coordinator or Centre Manager then the allegation should be reported to Careline or a manager in the Central Team.

A decision will be made by the lead person as to whether the staff member is to remain on the premises.

Ofsted must be informed immediately on 03001231231 of any allegation or concerns about a member of staff working in a registered premises.

All information is to remain confidential and must not be shared with the staff member concerned or other centre staff.

It must be stressed that if a member of staff is suspended whilst further investigations take place, this is a neutral act and does not imply the persons guilt or innocence. All allegations must remain confidential until an investigation is completed.

Home-visiting

Core team staff who facilitate this service will not spend time alone with a child off the premises i.e. within the home.

Outreach staff will refer to the Lone Working Risk Assessment.

Reviewed 04/10/2010

Liz Parsons, Deputy Manager

Review Date October 2010