



Policy Date: February 2023.

Safeguarding Policy

Policy Statement

York House Childcare keeps the needs and best interests of children at the centre of everything we do and it is our legal duty to protect all children in our care. All staff have received safeguarding training and we keep up to date with any changes in government guidelines and attend refresher training every three years. The setting's child protection procedure complies with all relevant legislation and guidance issued by the Local Safeguarding Children Board (LSCB).

Child abuse comes in many forms: -

- Physical
- Emotional
- Lack of care
- Peer-on-peer
- Extremism and radicalisation - Prevent duty, from 1 July 2015, all registered childcare providers have a duty under section 26 of the Counter-Terrorism and Security Act 2015, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty (aka British Values).

York House Childcare aims to safeguard and promote the welfare of all children by: -

Providing a safe learning environment that builds their confidence and self-esteem;

- Where children's physical safety is protected
- Where children can talk and are listened to
- Where children do not experience bullying, harassment, racism or any other form of discrimination

Providing a positive and supportive environment;

- That allows children to develop confidence and self-esteem
- To ask for help if their health or wellbeing is feeling threatened
- We will only physically intervene, and possibly restrain, a child to prevent an accident or injury to themselves or others, in these events the incident will be documented and signed by parents/carers.
- We respect privacy and dignity when providing intimate care and toileting.

Staff having up-to-date safeguarding training;

- Recognise their individual responsibilities to safeguard and promote the welfare of all children in their care.
- All staff have attended safeguarding training and are aware of the signs and symptoms of abuse.
- Receive training and supervision appropriate to their level of responsibility. Note, staff will attend refresher courses every 3 years.
- All staff receive basic Prevent training.
- Are clear and confident about what is expected of them.
- Ask for advice and support to act on safeguarding concerns and take appropriate action.
- Receive safe work practicing/whistleblowing (to Ofsted) training.

Whistleblowing Contact Details

Ofsted – 0300 123 3155 / 0300 123 1231

Email – whistleblowing@ofsted.gov.uk

Protecting my Family & York House Childcare

- All adults (16 years and over) will be DBS checked.
- Visitors – we will ask for identification for any visitors not known to us.
- All visitors will be asked to sign a visitor book that will record the date, time in/out and their contact details.
- Document all concerns (inclusive of non-attendance pattern), accidents, incidents etc.
- Ensure children are in sight and/or hearing at all times and will never be allowed to be unsupervised in any area of the house.
- York House Childcare will never post information about children and their families on social media sites.
- Data protection – York House Childcare is registered with the Information Commission Office (ICO) and will abide by data protection guidelines.
- Mobiles phones and cameras – assessment plays an important part in helping parents/carers and practitioners recognise a child's needs and progress. Therefore, ongoing assessment supported by pictorial evidence is an integral part of the learning and development process within our setting.
- Parents/carers permission will be sort before digital technology is used in assessing their child.
- Internet – York House Childcare offers children the opportunity to use computers and the internet. Control and monitoring software is always kept up to date.
- We will inform Ofsted in writing within 14 days of any allegations made and any action taken.
- York House Childcare will only breach confidentiality if we feel a child is at risk. In such cases following the procedures of Surrey's Children's Single Point of Access (SPA) team (details below) we will take the following action: -
 - Share the information in a secure way with relevant statutory agencies.
 - State the facts not our opinion.

How our setting will put this safeguarding policy into practice

York House Childcare's first responsibility and priority is towards the children in our care. If a member of staff has any cause for concern, we will report it to Surrey's Children's Single Point of Access (SPA) team and follow their advice (details below). We will not investigate allegations or suspicions of abuse or significant harm to children. However, we must notify Ofsted of any allegations of abuse, which are alleged to have taken place while the child is in our care.

In order to be aware of the signs of neglect/abuse we will ensure all staff will keep up to date with child protection issues and relevant legislation by taking regular training courses and by reading relevant publications.

Parents must notify me or a member of staff of any concerns they have about their child and any accidents, incidents or injuries affecting the child, which will be recorded.

If a member of staff notices: -

- Significant changes in a child's behaviour.
- Unexpected bruising or marks or signs of possible abuse. Note, it is a legal requirement to report **any** signs of bruising found on children who are not independently mobile (even those that roll).
- Existing injuries – if we find a bruise or mark on a child that we find concerning we will contact children's services. However, in the event that we are not concerned we will contact the parent/carer immediately and ask for an explanation. Such events will be recorded in the incident book and parents will be asked to sign it on collection of the child.
- Any comments made which give us cause for concern.
- Deterioration in general wellbeing which causes concern.
- Signs of neglect.

We will call Surrey's Children's Single Point of Access (SPA) (details below) for advice and implement safeguarding procedures advised by them without delay to minimise any risk to the child. We will keep a factual record of the concern and if advised will ask the parents for an explanation, providing it would not put the child at risk.

In the event that a child tells a member of staff that they or another child is being abused, we will take the following action: -

- Show that we have heard what they are saying, and that we take their allegations seriously.
- Encourage the child to talk, but we will not prompt them or ask them leading questions. We will not interrupt when a child is recalling significant events and will not make a child repeat their account.
- Explain what actions we must take, in a way that is appropriate to the age and understanding of the child.
- Write down within the child's records what we have been told using exact words where possible.
- Make a note of the date, time, place and people who were present at the discussion.
- Report our concerns immediately to the duty social worker who has the experience and responsibility to assess the situation.

If an allegation is made against me, a member of staff, or any member of my household, we will report it immediately to our Local Authority Designated Officer (LADO) **0300 123 1630 /0300 123 1650**, email - LADO@surreycc.gov.uk.) and PACEY's Information Line on 0300 003 0005 for advice and support.

We will inform Ofsted within 14 days of any allegations made and any action taken.

SPA Service Details

SPA Team
County Hall
Kingston upon Thames

Phone: 0300 470 9100

- Out of hours phone: 01483 517898 to speak to the emergency duty team.
- Email: emails are dealt with during normal office hours
 1. For concerns for a child or young person: csmash@surreycc.gov.uk
 2. For concerns for an adult: ascmarsh@surreycc.gov.uk