

A decorative graphic on the left side of the page consists of four vertically stacked, rounded squares in red, yellow, green, and purple. To the right of these squares, the words 'Cylch Meithrin Tedi' are written in a large, light grey, cursive font, serving as a background for the main title.

Safeguarding Policy for Cylch Meithrin Tedi Twt.

Reviewed and amended on
01/04/2020

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1. Policy Statement.

The safeguarding policy and procedures conform to the Wales Safeguarding Procedures 2019, and the guidelines for safeguarding children: Working together under the 2004 children act. The Welsh Government guidance: *Social Services and Well being (Wales) Act 2014* has been incorporated into this document.

The aim of this document is to promote the protection, welfare, well-being and development of every child. Throughout the entirety of this document children are recognised as anyone under the age of 18, although primarily in the setting they are aged between 2-4 years old.

This document should be read in conjunction with our other policies with special notice at

- Whistle blowing
- E-Safety
- Confidentiality and Data Protection

The local authority hosts information pages on the council website in order to provide information to the general public. The South East Wales Safeguarding board website at www.sewsc.org.uk provides additional sources of information.

The setting has several safeguarding policies in place that explain how each child in our care is safe, is satisfied and is thriving. However, there are occasions when it becomes clear that a child is at risk of suffering, or is suffering from abuse.

Protecting children from harm is the responsibility of all members of staff, volunteers, contractors and multi-agency workers on site.

It is NOT the responsibility of any employee, volunteer, contractor or multi agency partners to determine whether abuse or neglect is actually taking place.

However, IT IS the responsibility of any employee, volunteer, contractor or multi agency partners to take the actions set out in this policy if they are concerned that abuse or neglect may be taking place.

The Safeguarding designate for the Setting is Kate Jenkins or Helene Braithwaite (Responsible Individual) The deputy safeguarding officer is Maria Lewis. Laura Cook, Early Years Safeguarding Compliance Officer (01443 866736).

The child protection officers named above are responsible for ensuring that every member of staff and volunteer understand the roles in the context of child protection, and act in accordance with the steps noted in the Code of Practice

Cylch Meithrin Tedi Twt fully recognises the contribution it makes to safeguarding children. There are three main elements to our policy:

- Prevention through the learning and care offered to children and families

- Procedures for identifying and reporting cases, or suspected cases, of abuse. Because of our day to day contact with children, staff are well placed to observe the outward signs of abuse.
- Support to children who give cause for concern, are vulnerable or may have been abused.

This policy applies to all staff and volunteers working within the setting. Additionally, this policy applies to all occasional workers, agency staff, volunteers, contractors and other multi-agency partners involved with our setting. All adults on setting site must be aware of the setting's Safeguarding Children Policy as any adult can be the first point of disclosure for a child. The Setting Leader requires a signature (with date) from all staff to indicate that they have read and understood this document.

2.Prevention.

2.1 Ethos, Culture and planning.

We recognise that high level of self-esteem, trust, confidence, supportive friends and good lines of communication and relationship with staff helps to safeguard children.

The setting will therefore: -

- establish and foster an ethos where children feel safe and are encouraged to talk, and where staff listen proactively to them
- Ensure children know that there are adults in the setting whom they can approach if they are worried or in difficulty;
- Include in the learning activities, opportunities that are planned for personal and social development which equip children with the skills they need to stay safe from abuse or exploitation, both in their own communities, and to know to whom to turn for help;
- Include in the planning, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare, safe relationships and parenting skills.
- Exercise our duty as a setting to identify vulnerable children and keep children safe from the dangers of radicalisation and all forms of extremism.
- Model pedagogy that is based n respect for others.

2.2 Ethical Standards

All staff, committee members and volunteers within setting are clear regarding the importance of their role and responsibilities in regards to modelling appropriate behaviour and ensuring children feel supported. All adults in the setting, including Officers or Advisors supporting the setting, hold a position of trust and must be clear that their professional and personal behaviour should not impact negatively upon the children, the setting or the setting community in any way. Guidance with regard to ethical standards is given in **Appendix 1**.

2.3 Effective Partnership Working with Parents

As a setting we recognise the importance of working in partnership with parents/carers to avoid foreseeable risks to children. In order to ensure that parents and carers have an understanding of the responsibility placed on the setting and staff for child protection, the setting sets out its obligations and objectives in the setting handbook. We recognise that children reside in a diversity of

arrangements. The setting will always keep clear note and pay due regard to the arrangements for parental responsibility for each child.

Whilst the setting has a robust system of risk assessment in place for issues within setting, risks outside the setting must be managed in partnership with good communication. Parents/carers are required to make their wishes for the release or collection of their children explicit to the setting in writing to ensure the safe handover of child to the designated adult (child collection form in parent handbook).

Staff will confirm who has parental responsibility or does not have parental responsibility when completing the parent contract. Parental responsibility is legally noted on the child's birth certificate and court documentation in case of separation.

When completing the registration form the parent creates a password to be able to verify themselves during a telephone conversation. Should the parents request an adult to collect their child who is not known to the setting a unique keyword password is created. This is never the same as the telephone password.

The Royal Society for the Prevention of Accidents and the NSPCC both recommend that no one under 16 years of age should be left to care for a younger child. Whilst there is no minimum age set in law, our setting will implement suggested guidance and not release younger children who require collection to anyone under the age of 16. The only exception to this would be in the situation where the parents is under the age of 16.

3. Procedures

It is the responsibility of all adults who care for children to protect them from harm. In accordance with the Wales Safeguarding Procedures the setting operates this Safeguarding policy. It will be made clear to all applicants for posts, both paid and unpaid, that they will be asked to declare details of any convictions for criminal offences against children. All staff will have to have an Enhanced DBS, interview, and references before appointment as well as having relevant qualifications to their post. All staff updates and extends their training regularly.

Children will be supervised at all times by staff who have fulfilled all the above criteria. Leaders and Responsible Individuals are registered as 'suitable' persons by CIW. Unregistered persons or visitors to the setting will have no unsupervised contact with the children and will not be allowed to accompany them to the toilets etc.

3.1 The Designated Senior Person for Child Protection

We will follow the Wales Safeguarding Procedures (WSP) and all local protocols in relation to safeguarding that have been endorsed by the South East Wales Safeguarding Children Board. The setting will ensure it has a Designated Senior Person (DSP- Kate Jenkins) for Child Protection, who has undertaken the appropriate training, as well as a Deputy Designated Person (Maria Lewis) who will cover in the absence of the DSP.

Within this setting the Setting Leader retains overall responsibility for Safeguarding. The DSP is responsible for ensuring:

- The smooth running of safeguarding processes within setting
- That all staff are compliant with safeguarding training requirements
- That all staff are made aware of their safeguarding responsibilities as part of their induction to their employment
- That all staff have an annual reminder of the importance of safeguarding awareness, the procedures to follow and the expected ethical standards of behaviour of staff in relation to child safety and welfare
- Appropriate interactions with Children's Services and other partners with effective sharing of information
- That all multi agency meetings for children are attended and that appropriate written information is shared with the meeting in accordance with timescales
- That support and advice is provided to all staff with regard to concerns for the welfare and safety of children
- The accuracy and efficiency of children's safeguarding records is in line with the settings agreed systems

The setting is responsible for ensuring that every member of staff and every Responsible Individual knows:

- The name of the Safeguarding Designate and their role and responsibilities as indicated above; and the shadow arrangements in place
- That they have an individual responsibility for referring child protection concerns in accordance with the Wales Safeguarding procedures.
- How to take forward those concerns when the Safeguarding Designate is unavailable
- That all Children Looked after continue to be vulnerable and will require a consistent level of support, care and monitoring even though they may no longer reside in inappropriate circumstances.

4. Recognition: Definitions of Abuse and Neglect

All members of staff are aware of the need to be alert to signs of abuse and know how to respond to a child who may disclose abuse, the definitions of abuse in accordance with the WSP can be found in **Appendix 2.**

5. Reporting and Recording Disclosure or Concerns for a Child

All employees working for or on behalf of the Setting have a duty to report any concerns they may have for the welfare and/or protection of children. The duty to report is a legal requirement and may have serious consequences for the employee who fails to report appropriately. Concerns of a safeguarding nature may relate to a member of the community or a member of staff, volunteer or any person in the position of trust within our setting.

If a child has an injury incompatible with an explanation or has made a disclosure indicating an immediate risk of harm, a referral to the Information, Advice and Assistance Team, Children's Services (IAA), should be made verbally, immediately via telephone, 0808 100 1727. The Multi-agency Referral

Form (MARF) must be sent to the IAA within the locally agreed guidance timescale of 24 hours following the telephone discussion. The SWP insists that a MARF must be submitted within two working days but local arrangements take precedence. Consent to share information with Children Services is not needed from the parents/carers if there are concerns indicating an immediate risk of harm. The named staff member who initially provided the information should be clearly recorded on the referral form. In exceptional circumstances referrers may wish to discuss the option of remaining anonymous. **Appendix 3** provides guidance regarding the process to follow when a child makes a disclosure and a referral needs to be made by this setting to Social Services.

6. Effective Record Keeping and Transfer of Information

Written records of concerns about children will be maintained in line with the Significant Event Record (**Appendix 4**), as provided and recommended by the Caerphilly Education Safeguarding Team even where there is no need to refer the matter to social services immediately. All records will be kept secure and in locked locations.

Clear records of concerns for children will be maintained in a chronological format. This will assist in identifying patterns of concern and document parental responses to concerns as and when they arise. In cases of ongoing concern, where parents fail to acknowledge the effects upon the child or take meaningful action to protect the child, a referral can still be made to Children's Services without parental consent. However, the parents/carers should be informed of the settings intention to make a referral and told the reasons why. It is important to document these discussions with parent(s)/carer(s) to evidence the efforts made to engage parents/carers in the process. Each professional involved in making a record of concern will write and sign their own account, and will understand that they cannot sign and agree a colleagues recording.

All records are kept secure and in locked locations, and children's files are kept individually in line with the Safeguarding Child Information Record (**Appendix 5**) system as supplied and recommended by the Education Safeguarding Team. Concerns will be shared with relevant professionals involved with the child, but records will not be available without the authority of the Safeguarding Designate.

The setting will transfer any existing Safeguarding information for a child leaving to the new setting/school immediately and if appropriate, inform Children's Services of the child's transfer. Children's Services should be informed for any child who is on the Child Protection Register, Child Looked After or a child currently known to Children's Services. The Safeguarding Designate will ensure that the receiving setting/school is fully aware of any safeguarding concerns and that the file is transferred in a secure appropriate manner. The transfer of records will comply with requirements of the Local Authority Retention and Transfer of Safeguarding Records Guidance.

7. Supporting Children at Risk

7.1 The Setting's Behaviour Policy and PREVENT Duty (Radicalisation)

We recognise that children who are at risk, suffer abuse, neglect or witness violence may be deeply affected by this. This setting may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at our setting their behaviour may be challenging and defiant or they may be withdrawn. The setting recognises that any child who is currently or previously Looked

After by the Local Authority, is still extremely vulnerable and may require additional support and monitoring.

The setting will endeavour to support the child through:-

- The content of the learning environment will encourage self-esteem and self-motivation
- The setting ethos which:
 - Promotes a positive, supportive and secure environment
 - Gives children a sense of being valued.

The setting is aware of the Terrorism and Security Act 2015 and will ensure that our setting promotes the ethos of inclusion and preventing radicalisation and hatred. Our Setting values the fundamental rights of freedom of speech, expression of beliefs and ideology and tolerance of others which are the core values of our democratic society. However, all rights come with responsibilities and free speech or beliefs designed to manipulate the vulnerable or which advocate harm or hatred towards others will not be tolerated. We always seek to protect our children, their families and our staff from all messages and forms of extremism and ideologies. Our setting is clear that racism, hatred and radicalisation in all its forms will be viewed as a safeguarding concern and will be referred to the appropriate safeguarding agencies. The RI and Safeguarding Designate will attend PREVENT training to ensure sufficient awareness and are able to appropriately refer concerns to the PREVENT Channel Panel 01495 235442

The setting acknowledges that as children grow and develop they will increase in independence and autonomy. However, the setting also recognises that children remain children until they are 18 years of age and will continue to require support in developing in all aspects of their lives. This would include forming positive relationships, and being aware of their own safety.

The setting's behaviour policy is aimed at supporting vulnerable children in the setting. All staff will agree on a consistent approach that focuses on the behaviour of the child but does not damage the child's sense of self worth. The setting will endeavour to ensure that the child knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred. Where necessary/appropriate, the setting will provide support and advice to children and parents/carers in line with multi-agency guidance in relation to Self Harm and Child Sexual Exploitation. Referrals to Children's Services will be made where a child requires protection as appropriate.

We will take advice and work with other agencies that support our children, such as Health Visitors, SLT, ALN support, ISCAN, Families First projects, Children's Services, Supporting Family Change, the welfare of our children remains our responsibility.

7.2 De-escalation and Positive Handling

All staff within the setting aim to help children take responsibility for their own behaviour and positive reinforcement is used. Staff caring for children in the setting are able to use a wide range of strategies to de-escalate challenging situations and in a way that promotes the child's welfare and development.

In accordance with the National Minimum Standards for Regulated Childcare for Children up to the age of 12 years; *'Adults do not use any form of physical intervention, e.g. holding or restraint, unless it is*

necessary to prevent personal injury to the child, other children or an adult, or serious damage to property. Any incident is recorded and the parent informed of the incident on the day'.

7.3 Bullying

Everyone has the right to play and learn, free from the fear of bullying, whatever form that bullying may take.

Bullying is defined by the organisation Kidscape: *'As the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face-to-face or through cyberspace, and comes in many different forms'.*

Bullying in all its form by children, parents or staff is not acceptable and will be challenged within this setting.

7.4 A Multi-Agency Approach

This setting will work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including relevant data such as, attendance at initial and child protection review conferences and core groups, and the submission of written reports to such meetings.

7.5 Children with statements of Additional Learning Needs

All staff at our setting recognises the potential dangers associated with specific groups of children with additional vulnerability e.g. Child Protection, CLA, Additional Learning Needs.

8. Safe Use of the Internet and Digital Technology

The setting recognises that in a modern learning environment, use of the Internet, multimedia devices and digital imaging facilities are part of everyday requirements. However, children safety will remain the priority of the setting.

All staff are aware that any items that have capability for use of the Internet or the creation of digital images must only be used by children when appropriate supervision and audit mechanisms are in place.

All digital devices utilised to capture, store or process images of children must belong to the setting and comply with IT security requirements. All educational activities involving use of IT will be undertaken only on Setting issued equipment. Children will not be permitted to directly access items that are not subject to setting IT security. All items of the Setting IT must be properly disposed of in line with Local Authority policy when they are no longer in use.

Staff will not use personal items for work purposes nor will they be permitted to utilise setting equipment for personal use. This provides an additional safeguard for the security of children's images and reaffirms for staff the stringent responsibilities that come with the creation of digital images of children.

If any IT item (including mobile phones) that belongs to a member of staff is brought onto the Setting site, it is the responsibility of the staff member to ensure that these items contain nothing of an inappropriate nature. Should personal items be lost or stolen, the contents of the item remain the responsibility of the member of staff that brought it onto Setting site.

All staff are required to familiarise themselves with the settings E-Safety and Digital images Policies. Social networking sites are part of everyday culture within the cyber environment. Staff will ensure that any personal use of social networking sites does not in any way impinge upon the Setting or their professional standards. Any concerns regarding a staff member's conduct should be brought to the immediate attention of the settings person in charge or responsible individual.

Any attempt by a parent to contact staff via such internet sites will immediately be reported to the Setting Leader or DSP. Appropriate advice will then be given to parents/carers regarding professional boundaries and children safety.

If there is any suspicion that any multimedia device or computer contains images or content of an inappropriate nature, the setting leader or responsible person should be informed immediately. Immediate advice should be sought from the Education Safeguarding Manager.

Permission for the creation of digital or media images:

All parents/carers will be requested to give specific consent for any image of their child to be recorded on entry to the Setting. Permission slips will clearly identify the range of images i.e. Photographs or digital filming/video images. In addition, the permission will also be specific in listing the use of any digital or multimedia images i.e. setting specific social media page, photographs in a local newspaper, setting leaflets or posters or DVD's for sale to parents/carers and others.

Setting will issue a further request for permission (either negative or positive consent) if there is an opportunity for images to be produced of children that was NOT specifically listed in the initial permission request.

Setting will inform parents/carers that they can only record photographic or digital images of children in setting based activities i.e. Setting concerts, with the permission of the parents/carers of every child involved in that activity. Setting will never condone the posting of children's images on the internet or social networking sites, other than the specific childcare Setting page, and will actively challenge parents/carers who do so. The Setting cannot control the use of such images taken by parents/carers after Setting events, and therefore could not assure other parents/carers of the appropriateness of that use. If any parent/carer wishes to amend/remove their permission at any time, they need to provide written confirmation to the Setting Leader.

The Setting reserves the right to refuse any digital recording of Setting based events if they fear the security of the images can later be compromised by being posted on social media or internet sites. Parents/carers who do not respect the policy of the Setting in regards to safeguarding may be prevented from attending future events.

9. Contact with Children / Families

All staff, volunteers and RI will maintain an awareness of the position they hold with the Setting and the power of their position as perceived by children and their families. All contact with children outside the setting environment must be managed appropriately.

All Setting staff will ensure that their personal telephone numbers and contact details are not known to or used by parents. Should a parent gain access to any such details the member of staff will inform the DSP as a matter of urgency.

Should members of staff have contact with the children outside of Setting due to an employment or volunteering position they will report this contact to the Setting Leader.

Should members of staff have contact through their personal lives away from the Setting, the staff still retain the perception of a person in a position of trust. Therefore all staff are aware that should their conduct outside of work fall short of expected standards there may be ramifications for their work life.

Any concerns expressed about a member of staff in relation to a safeguarding issue, even outside of work, will still need to be addressed by the Setting Leader in line with expected safeguarding procedures.

10. Allegation Against Staff

The Setting Leader will ensure that they are fully aware of the relevant legislation and guidance in relation to procedures required when an allegation is made against a professional. The following documents offer legislation and guidance for this matter:

- Social Services and Wellbeing Act 2014
- Safeguarding Children: Working Together Under the Children Act 2004
- Wales Safeguarding Procedures 2019 – Section 4.3
- National Minimum Standards for regulated childcare for children under the age of 12, 2016

Any allegation of a safeguarding nature against a professional/person in a position of trust, will be discussed outside of the Setting with relevant professionals for objective advice and compliance with procedure. When allegations are made against a professional/person in a position of trust that are not obviously safeguarding issues, advice should be sought from the Education Safeguarding Manager/Early Years Safeguarding Compliance Officer to agree a way forward. If the Education Safeguarding Manager / Early Years Safeguarding Compliance Officer is unavailable, advice can be sought from the Information, Advice and Assistance Team Manager (IAA), Children's Services. Any allegations, safeguarding or other must be reported to the RI, Helene Braithwaite 07983 519860 Where there is evidence of a clear concern regarding the behaviour of a member of staff or other professional visiting the Setting in relation to children's welfare or safety the matter must be referred to Children's Services without delay and the RI must be notified. In this respect a MARF will be completed and submitted to Children's Services (IAA). Any professional/person in a position of trust, subject to an allegation of a child protection nature will require an immediate risk assessment. This setting will seek advice from colleagues in Education Safeguarding and Childcare Coordinator to complete the risk assessment form given in **Appendix 8**

All staff must ensure that any allegation regarding an adult who is working with children, this will include staff, volunteers, Officers, Advisors or other specialist/visiting professionals, occasional workers or contractors, and those staff that are not on setting site but come into contact with children i.e. those who transport children to and from setting, etc is reported immediately to the Setting Leader. If an allegation is made about the Setting Leader, the Responsible Individual and CIW should be informed. A flowchart of reporting responsibility is given in **Appendix 4**.

11. Safer Recruitment

In accordance with Welsh Government Guidance (Keeping Learners Safe 3.2.14, Chapter 5: Safer Recruitment Practice / Care Council Wales 'Recruiting Well' booklet), this setting will follow the Mudiad guidance and recruitment processes, which include a check from Disclosure and Barring Service (DBS). Timely Enhanced DBS renewal checks will also be completed for existing staff members.

All members of staff, students and volunteers will be required to hold an up to date Enhanced DBS disclosure certificate, where applicable, in line with DBS regulations. Further guidance on this can be obtained from Responsible Individual or Committee members. The setting will maintain a record of all staff DBS disclosure dates and ensure that renewals are timely in accordance with setting policies and procedures.

The Setting Leader retains responsibility for ensuring that all persons visiting setting site are appropriately risk assessed in circumstances where current DBS disclosures are unavailable. In the event that any member of staff holds an additional role of employment or volunteering that is not specifically linked to the setting but whereby there is a possibility of contact with children i.e. Rainbow's/Cubs, sport clubs etc. the member of staff will ensure they clearly inform the setting leader or committee of their role and remit in this regard. The responsible individual will keep clear written records of the agreed arrangements and check if the Declaration of Interest is required with the Committee.

12. Setting Site Security

Our Setting is a safe and secure place for children to be cared for and develop learning and social skills. The physical safety of children when on setting site is of paramount importance. Access to the setting site is strictly monitored and reviewed in line with the Local Authority guidance. The setting's Health and Safety Policy is available to review on request from the Setting Leader.

All professionals and visitors to our site are requested to sign in and out of setting premises. They will clearly list the company for whom they and the reason for their visit. As a daily visitor is unlikely to have an Enhanced DBS Disclosure available to be viewed by the setting, an alternative method of risk assessment will be employed. A risk assessment is formulated by the setting, using the Visitors Log Sheets (**Appendix 9**), which clearly lists the control measures employed by the setting to safeguard children.

The Setting Leader retains responsibility for the safety and wellbeing of the children at all times. Visitor's interaction with the children will be monitored and addressed by the Setting Leader as appropriate.

13. The South East Wales Safeguarding Children Board (SEWSCB)

The South East Wales Safeguarding Children Board provides ongoing training, advice and guidance on all matters of Safeguarding children delivered through the Early Years team. Our setting welcomes partnership working that promotes the health and welfare of our children and considers the SEWCB information to be of enormous value to our setting and staff development.

Research and case reviews have consistently emphasised the need for good inter-agency communication, constructive professional challenge and the swift resolution of professional differences of opinion. Our setting remains committed to playing a full and active part in contributing to children's multi-agency plans. We will openly and constructively challenge colleagues under the Resolving Professional Differences guidance to achieve best outcomes for children. Our setting is fully committed to the protection and development of all our children and view the SEWCB information as a vital tool with which to forward this agenda. All staff are aware that full information on various themes are available on the SEWCB website – www.sewsc.org.uk

14. Equalities and Welsh Language

This Setting is committed to ensuring that all children gain maximum benefit from their care and education regardless of ethnic origin, sex, age, sexual orientation, disability, gender reassignment (transgender issues), religious belief or non belief, use of Welsh language, British Sign Language or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified. The setting is a Welsh language setting that actively encourages and uses the Welsh language in day to day practices.

Discriminatory bullying incidents, which cross-cut Safeguarding and Equalities issues, are monitored and recorded as incidents.

15. Monitoring the Policy.

All staff are required to provide a signature to indicate that they have read and understood this policy. Visiting professionals will complete the Visitors log as indicated in sections 12 as a written confirmation of their knowledge of child protection requirements.

The setting Leader and responsible individual is responsible for collating safeguarding information for CIW and contractual compliance requirements.

Appendices

Appendix 1	Ethical Standards Document
Appendix 2	Safeguarding Leaflet for parents/carers
Appendix 3	Extract from All Wales Child Protection Procedures Definitions of Child Abuse and Neglect, Child Sexual Exploitation and Domestic Abuse
Appendix 4	Reporting and Recording Disclosure or Concerns for a Child
Appendix 5	Significant Event Record
Appendix 6	Safeguarding Child Information Record
Appendix 7	Safeguarding Incident Reporting Procedures
Appendix 8	Risk Assessment Form
Appendix 9	Visitors Log

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