

Butterflies Childcare Safeguarding policy

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Our settings Designated Safeguarding Lead (DSL) is Clare Amey and Deputy Safeguarding Officer Karen Hawes.

This policy applies to anyone working on behalf of Butterflies Childcare including senior managers, paid staff, volunteers, sessional workers, agency staff and students.

As an Early Years setting, we aim to keep children safe by adopting the highest possible standards and taking all reasonable steps to protect children from harm. Our prime responsibility is the welfare and well-being of children in our care. As such it is our duty to the children, parents/carers, and staff to act quickly and responsibly in any instance that may come to our attention.

All staff will work as part of a multi-agency team where needed in the best interest of the child.

The purpose of this policy statement is:

- **to protect the children at Butterflies Childcare from harm**
- **to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.**

At Butterflies Childcare we believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse

- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

We will seek to keep children safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and a deputy for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Ensuring that all staff receive safeguarding training every two years and are alert to the signs and understand what is meant by safeguarding and are aware of the different ways in which children can be harmed.
- operate safer recruitment procedures when recruiting and selecting staff and volunteers ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance.
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately ensuring that we have effective complaints and whistleblowing measures in place
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise

- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Ensure staff and volunteers are aware the use of personal Mobile phones, smart watches and cameras in the setting is prohibited in areas occupied by the children.
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Child absences

If a child is absent from the setting without notification from the parent or carer or absent for prolonged periods of time, attempts will be made to contact the parent/carer or emergency contacts to discuss the reason for absence. The reason will be logged and persistent absences will be monitored. Should there be a cause for concern this will be referred to our local children's social care service or in the event of an emergency, the police.

Safer recruitment

Clare Amey is responsible for safely recruiting staff. This is to ensure staff working at Butterflies Childcare are suitable and have the relevant qualifications to work with children.

Before commencing employment:

- Qualifications will be verified and copies taken of original certificates
- Identity documents will be verified and copies taken of original documents
- An enhanced criminal records check will be obtained before unsupervised access to the children
- References will be sought from previous employers (references from family or friends will not be considered)
- Staff will be expected to disclose any convictions, cautions, court orders, reprimands and warnings that might affect their suitability to work with children.

Recognising and responding to abuse

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse will record it as soon as possible, noting what was said or seen (if appropriate, using a body map to record), giving the date, time, and location. All records will be dated and signed and will include the action taken. This is then presented to the DSL (or Deputy), who will

decide on appropriate action and record this accordingly.

Any records relating to child protection are kept on an individual child

protection file for that child (which is separate to any other child file). All

child protection records are stored securely and confidentially until the child transfers to another educational setting.

Whistleblowing policy

All staff are made aware of the settings whistleblowing procedure. This is for staff to report any concerns about any member of staff (or any adult working with children). Any concerns about

the conduct of a member of staff must be referred to the Manager(or Deputy Manager in their absence) to be fully investigated. In the event of a staff member having concerns about the Manager the concern is passed straight to the Local Authority Designated Officer (LADO)

The LADO will be contacted if the manager receives a complaint or allegation that a worker/volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child
- ;● behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

There are four LADOs for Essex County Council and they are based within the Children's Safeguarding Team. They can be contacted by phone on

03330 139 797 or by e-mail: lado@essex.gov.uk.

If a concern is raised outside of office hours, and an immediate referral to Social Care is required, this should be made to Essex Social care on 0845 606 1212. The LADO should then be informed at the first available opportunity.

To Report a concern about a child to the Children and Families Hub : 0345 603 7627.

Essex Social care 0845 606 1212.

North Essex telephone for help and advice: 01206 286785

