



Little Acorns Childcare
Beacon Church
Oakes Road
Bury St Edmunds
Suffolk IP32 6PX
Telephone 01284 756588
Email:



littleacornschildcare@beaconchurchuk.org

Safeguarding Children and Child Protection Policy

Statement of Intent

The Children Act (1989) states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation. Little Acorns recognises that it is our responsibility to take all reasonable steps to safeguard and protect the rights, health and well-being of all the children in our care. This policy seeks to promote effective multi-agency working in the light of the Children Act (2004) and (2006) and Working together to Safeguard Children (2018)

The legal framework for this work is:

- The Rehabilitation of Offenders Act
- The Children Act (1989) (2004) (2006)
- The United Convention on the Rights of the Child (1989)
- The Children's and Families Act (2014)
- Human Rights Act (1998)
- Data Protection Act (1984)
- The Protection of Children Act (1999)
- The Children (NI) Order
- The Children (Scotland) Order
- The Prevent Duty (2015)
- Safeguarding vulnerable groups act (2006)
- The statutory Framework for the EYFS (2017)

Our aims are to:

- Create an atmosphere where all children can feel secure, valued and listened to.
- Create an environment in our childcare, which encourages children to develop a positive self-image, regardless of race, language, religion, physical ability, culture or home background.
- Raise awareness of child protection issues through staff development/training and in our work with other agencies.
- Recognise symptoms of abuse
- Monitor and support children at risk.
- Use the curriculum to raise awareness, build confidence and skills
- Ensure that all adults working with children have been checked as to their suitability via DBS screening.



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- Help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- Encourage children to develop a sense of autonomy and independence.
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Work with parents to build their understanding of, and commitment to the welfare of all our children, and to
- Provide staff with the necessary information to enable us to meet our statutory responsibilities, to promote and safeguard the wellbeing of children.

We will ensure that:

- Every staff member and committee member knows the names of the safeguarding officers and child protection designated person.
- All staff have safeguarding training and understand that it is everybody's responsibility to safeguard children.
- All reasonable measures are taken to minimise the risks of harm to children's welfare.
- All appropriate actions are taken to address concerns about the welfare of a child/children, working to agreed local policies and procedures and in full partnership with other local agencies.

Key personnel

Our named designated safeguarding officer (DSO) is Katrina Rose, and our deputy designated safeguarding officer (DDSO) is Joanne Bailey

Roles and responsibilities of DSO are to:

- Have an understanding of LSCB procedures
- Adhere to Suffolk's Safeguarding procedures.
- Refer a child if there are concerns about possible abuse.
- Keep written records of all concerns about a child even if there appears to be no need to make an immediate referral.
- Ensure that all records are kept confidential and secure and separate from children's records.
- Liaise and work with children's social care and relevant agencies,
- Maintain a register of children at risk (child protection register),
- Ensure Little Acorns is represented at child protection conferences and at core group meetings/family networking meetings.
- Ensure own training is up to date and cascade to whole staff team.



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- Ensure all staff understand that child protection issues warrant a high level of confidentiality, integrated practice and liaisons with other bodies.
- Provide support, supervision and advice for any staff member, volunteer or student with a safeguarding/child protection concern.
- Provide up to date information and training for all staff members.

We recognise that all matters relating to child protection are confidential. The DSO will disclose any information about a child to other members of staff on a need to know basis only and will support staff by providing an opportunity to talk through any anxieties.

Children who may be particularly vulnerable

All children regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection. To ensure that all children receive equal protection, we will give special consideration and attention to children who are:

- A looked after child.
- Disabled/special educational needs.
- Living in a known domestic abuse situation.
- Affected by known parental substance misuse.
- Asylum seekers.
- Living in temporary accommodation/living transient lifestyles.
- Living in chaotic, neglectful and unsupportive home situations.
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality.
- Do not have English as a first language.
- Have a parent with enduring/untreated mental health problems.

The procedure for responding to specific child protection concerns about a child or risk of significant harm.

Take Action:

- In an emergency, take action necessary to help the child - call 999.
- Understand that responding to suspicion of abuse takes immediate priority.
- Operate on a need-to-know basis only. Do not discuss the issue with colleagues, friends/family.
- Report any concerns to our designated safeguarding/child protection officer.



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- Use a body map, but do not take photographs.
- If the designated safeguarding/child protection officer has any reason to believe that a child is subject to either physical, emotional, sexual abuse or neglect, she will immediately report these concerns to CUSTOMER FIRST.

Meeting statutory requirements

We ensure that we:

- Update our safeguarding policy and appendices at least once a year.
- All policies and procedures related to safeguarding and child protection (see list of appendices) are fully implemented and followed by staff.
- Embed robust safeguarding and child protection practices across all areas of our provision.
- Co-ordinate the early identification of vulnerable children and families.
- Manage a clear, accurate and secure system for keeping records.
- Have additional safeguarding policies

Parental Partnership

Support to Families

- Little Acorns takes every step in its power to build up trusting and supportive relationships among families, staff and volunteers in the group.
- The childcare continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Area Child Protection Committee.
- With the proviso that the care and safety of the child are paramount, we do all in our power to support and work with the child's family.

Informing Parents

- If there are concerns they will be discussed with the parent if deemed appropriate. Such discussions will be recorded and the parent will have access to such records.
- We will follow the CAF procedure to help us understand what to do if we have concerns about a child and to find out whether the child has additional needs or needs that require specialist intervention.
- If suspicion of abuse is recorded, parents are informed at the same time as the report is made unless the information held on a child would put the child at risk of significant harm.



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How we put this safeguarding and child protection policy into practice

Good practice guidelines

- We treat all children with respect.
- We are good listeners.
- We ensure that all staff are positive role models to children.
- We maintain appropriate standards of conversation and interaction with and between children.
- We avoid the use of sexualised/derogatory language.
- We are alert to changes in a child's behaviour
- We recognise that challenging behaviour may be an indicator of abuse.
- We raise awareness of child protection issues and equip children with the skills they need to keep themselves safe. (considering their age/stage of development).
- We involve children in making decisions that affect them (considering their age/stage of development).
- We ask children's permission before doing anything for them which is of a physical nature i.e.: assisting with dressing, wiping bottoms after toileting.
- All staff read and understand all the setting's safeguarding and guidance documents on wider safeguarding issues, for example, FGM, fabricated illness and child sexual exploitation.
- We are aware that the personal, family circumstances and lifestyles of some children can lead to an increased risk of neglect and/or abuse.
- We recognise inappropriate behaviour displayed by members of staff/any person working with children. (see whistleblowing policy)
- We abide by Ofsted requirements in respect of reference and DBS checks for staff and volunteers, to ensure that no disqualified person or unfit person works at Little Acorns or has access to the children. (see safer recruitment policy)
- Volunteers do not work unsupervised.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances



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that would otherwise have led to dismissal for reasons of child protection concern.

- We have procedures for recording the details of visitors to the childcare.
- Our intercom system ensures that we have control over who comes into the childcare facility so that no unauthorised person has unsupervised access to the children.
- Our safeguarding statement is displayed in the foyer and all visitors are asked to sign in and out of the building.
- Information relating to Little Acorns safeguarding policy and procedures are displayed on our notice board in the foyer.

Liaison with Other bodies

- We work within the Area Child Protection Committee Guidelines.
- We have a copy of the Area Child Protection Guidelines available for staff and parents to see.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangement that affect the well-being of children.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for our childcare and social services to work well together.
- Records of local NSPCC contacts are also kept.
- If a report is to be made to the authorities, we act within the Area Child Protection Guidance in deciding whether we must inform that child's parents as the same time.

Accusations of Child Abuse

In the event of an accusation being made against any individual on the premises of Little Acorns Childcare, a report will be submitted immediately to Katrina Rose (Designated Safeguarding Officer) or Joanne Bailey (Deputy Designated Safeguarding Officer). In the case of a staff member being accused, formal action and suspension will be promptly implemented until a thorough investigation has taken place. This will be undertaken in accordance with the confidentiality policy. Contact would be made with the LADO (Local Authority Designated Officer). A centralised system has been introduced for co-ordinating referrals. There is now one central telephone number for LADO Enquiries and Referrals: 0300 123 2044 and one central email: LADOCentral@suffolk.gcsx.gov.uk



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Disciplinary Action

Where a member of staff or a volunteer is dismissed from the childcare or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that their name may be included on the list for the Protection of Children and Vulnerable Adults.

Complaints

- We ensure that all parents know how to complain about staff or volunteer action within the childcare, which may include an allegation of abuse.
- We ensure that all staff know how to complain about other staff members should they consider their behaviour to be inappropriate.
- We follow the guidance of the Suffolk Safeguarding Children Board when investigating any complaint that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures when investigating an allegation of abuse by any other person.

Key service contacts:

Designated safeguarding officer: Katrina Rose – 07584 563696
Deputy safeguarding officer: Joanne Bailey – 07772 633549
Child protection officer: David Stevenson- 01284 701201

Customer first: 0808 800 4005
West Suffolk House: 01284 758816.

Safeguarding Appendices

- 1: The Prevent Duty & Promoting British values
- 2: FGM statement
- 3: Mobile Phone and Camera Policy
- 4: Social Networking Policy
- 5: Intimacy and Continence Policy
- 6: Safer Recruitment Policy
- 7: Whistle Blowing Policy

Other relevant policies

Critical Incident policy
Lost child procedure



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Non-Collection of Children Policy
Physical intervention
Risky and challenging play statement
Positive behaviour policy
Lockdown policy
Covid-19 (Coronavirus) policy

Reviewed September 2023