



Elstead & Villages Sure Start Children's Centre  
Safeguarding Children Policy

Aim

- ❖ To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how, to approach adults if they are in difficulties, believing they will be effectively listened to.
- ❖ To support the child's development in ways that will foster security, confidence and independence.
- ❖ To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- ❖ To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- ❖ To emphasise the need for good levels of communication between all members of staff.
- ❖ To develop a structured procedure within the school that will be followed by all members of the school community in cases of suspected abuse.
- ❖ To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- ❖ To ensure that all staff working within our school who have access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check (according to guidance) and that a single central record is kept for audit.

Procedure

If you suspect a child is being abused or neglected:

1. Report your concerns immediately to the designated Child Protection Liaison Officer (Ann Tann or Jill Beaumont)
2. Where possible the CLPO should discuss the concerns with the child's parents and seek their consent for a referral to Children's Services, unless this may put the child at increased risk.
3. The CLPO will then proceed as follows:
  - For all new referrals call the Contact Centre Children's Team 0300 123 1640 available between 8am-5pm.

- In an emergency out of hours, referrals can be made to the Emergency Duty Team on 01483 517898.
4. The CPLO must keep a written record of all discussions with the child, parents and other staff, of information provided to Children's Services and of any decisions taken. This record must be timed, dated and signed.
  5. The CPLO will confirm the referral in writing, within one working day if possible but in all cases within 48 hours, using the Multi Agency Referral form.
  6. The parents consent to, or the refusal of permission should be noted (with reasons) on the Multi Agency Referral Form.
  7. Any injuries should be recorded on an incident form (using body map, if required) together with any explanations given by the parent or child concerned. The CPLO must be informed.
  8. If versions of the injury do not tally or the child discloses abuse, *always* believe the child. Inform the CLPO who will start the referral procedure.
  9. If a child discloses abuse, record the facts as accurately as possible and as soon after the event as you can. Where possible use the child's own words. Do not pose leading questions that could put ideas into the child's head.

Remember, you may only be aware of part of this child's life, but the information you provide, however insignificant it may seem, could have an enormous impact on this child's future.

#### Allegations against a member of staff:

- ❖ All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- ❖ All Staff should be aware of Surrey's Guidance on Behaviour Issues, and Elstead & Villages Sure Start Children's Centre Behaviour & Discipline policy.
- ❖ Guidance about conduct and safe practice will be given at induction.
- ❖ We understand that a child or parent may make an allegation against a member of staff.
- ❖ If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher.
- ❖ The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO) within 24 hours and act on their advice. The LADO team are available on 01372 833321.
- ❖ The EYCS named person for our area must be notified on 01372 833826.
- ❖ Telephone Ofsted within 24 hours and back up in writing (within 14 days).
- ❖ If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors, without notifying the Headteacher first.
- ❖ The school will follow the Surrey procedures for managing allegations against staff. Under no circumstances will we send a child home, pending such an investigation,

unless this advice is given exceptionally, as a result of a consultation with the LADO.

- ❖ We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

For additional information refer to:

*'The management of allegations and concerns regarding the professional conduct of staff in relation to Child Protection'*. [www.surreycc.gov.uk/sccwebsite/sccwspublications.nsf](http://www.surreycc.gov.uk/sccwebsite/sccwspublications.nsf) - Guidance and protocols for Safeguarding Children.

Some general points:

- ❖ Physical contact with young children is an integral part of looking after their physical and emotional needs. However staff should bear in mind that even perfectly innocent actions may sometimes be misconstrued and must conduct themselves accordingly.
- ❖ All adults working in close contact with children at the Children's Centre, whether as employees or volunteers, are subject to an enhanced Disclosure and Barring Service (DBS) check. A risk assessment will be carried out on any adult whose DBS check has not yet been received and they will not be allowed sole responsibility for any child/children.
- ❖ All new staff are required to complete the 'Working Together to Safeguard Children' training with regular updates for all staff every 3 years.
- ❖ Safer recruitment training is completed by the head teacher, a designated governor and the Children's Centre Manager.
- ❖ Staff involved in distressing disclosures are made aware of the support services available to them at County Hall.

Use this policy in line with:

- Surrey Safeguarding Board (SSCB) Manual of Child Protection Guidelines - latest edition printed out in pink folder on shelf in office and <http://sscb.proceduresonline.com/>

'What To Do If You're Worried A Child Is Being Abused' - summary and poster.

Useful resources and websites:

- What To Do If You're Worried A Child Is Being Abused - summary
- What To Do If You're Worried A Child Is Being Abused - flowchart
- What To Do If You're Worried A Child Is Being Abused website: [www.doh.gov.uk/safeguardingchildren/index.htm](http://www.doh.gov.uk/safeguardingchildren/index.htm)
- [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding)
- [www.surreyccc.gov.uk/eycpractioners](http://www.surreyccc.gov.uk/eycpractioners)
- [www.ofsted.gov.uk/contact-us/whistleblower-hotline](http://www.ofsted.gov.uk/contact-us/whistleblower-hotline)
- [www.surreycc.gov.uk](http://www.surreycc.gov.uk)
- [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- [www.stopitnow.org.uk](http://www.stopitnow.org.uk) Freephone Helpline 0808 1000 900
- [www.surreycafis.org.uk/safeguarding](http://www.surreycafis.org.uk/safeguarding)
- [www.childline.org.uk](http://www.childline.org.uk)

- [www.nspcc.org.uk](http://www.nspcc.org.uk)
- [www.direct.gov.uk](http://www.direct.gov.uk)
- [www.unicef.org](http://www.unicef.org)

Links to legislation:

- Children Act 1989 and 2004
- Convention on the Rights of the Child, UNICEF 1989
- Data Protection Act 1998
- Every Child Matters - Change for Children 2004
- Freedom of Information Act 2000
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discriminations Acts 1975 and 1986
- Sex Discrimination (Gender Reassignment) Regulations 1999
- The Human Rights Act 2000

The following documents may be required in conjunction with this policy:

1. 'What To Do If You're Worried A Child Is Being Abused' summary booklet
2. List of publications available on website (June 2009) - [www.surreycc.gov.uk](http://www.surreycc.gov.uk) accessed 21/2/10
3. 'Summary of Child Protection allegation/concern against a member of staff or volunteer - [www.surreycc.gov.uk](http://www.surreycc.gov.uk) document accessed 21/2/10
4. 'Using photographic images of children' - policy and consent form.
5. 'Children using the internet' - policy for acceptable use.
6. Information sharing policy and procedure
7. Confidentiality policy
8. Health and safety policy
9. Behavioural and anti-bullying policy
10. Guidance for intimate care and toileting
11. Guidance for 'Touch and the use of restrictive physical intervention'.  
[www.surreycc.gov.uk](http://www.surreycc.gov.uk) accessed 21/2/10



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Refer to the Safeguarding Policy in the event of an incident of concern.

If during a school holiday, report to CPLO:

Ann Tann - 01252 544450 or 07866771076  
Jill Beaumont - 01252 706915 or 07787686639

In the event of being unable to contact a CPLO, contact any manager of the children's centre cluster group:

Potters Gate CC  
Hale CC  
Tennysons CC  
The Wharf CC  
Loseley Fields CC  
Christopher Robin CC