



## The Play Den

### 3 Safeguarding and Welfare Requirements

#### CHILD PROTECTION

The Play Den will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

We build positive relationships with children to meet their individual needs and to ensure they feel safe and secure. **(Safeguarding and Welfare 3)**

Staff are trained to be alert to any issues for concern in the child's life at home or elsewhere. Staff are also vigilant for signs of children being drawn onto terrorism and extremist ideas. In the event a disclosure is made by either a child or a parent we will maintain confidentiality but we cannot guarantee information disclosed to us will not be shared (on a 'needs to know basis') if we feel a child is at risk of significant harm. **(Safeguarding and Welfare 3)**

Signs of abuse include: **(Safeguarding and Welfare 3)**

- Significant changes in the child's behaviour
- Deterioration in children's general well being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments which give cause for concern

- Any reasons to suspect neglect or abuse outside the setting, for example in the child’s home; and or
- Inappropriate behaviour displayed by other members of staff, or any other person working with the child. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
- Staff have received training in respect of ‘The Prevent Duty’ and monitor behaviour for signs of radicalisation and ITC use for signs of extremist material. Instances of concern will be notified to the Safeguarding Officer and the procedures set out below will be followed. Additionally, advice may be sought from the Department for Education dedicated help line on 020 73407264 or by emailing [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)
- The designated officer for any welfare concerns is **Marie Giddings** who regularly attends training to ensure her skills and knowledge is up to date.

The Deputy Safeguarding Officer is Kate Adams. **(Safeguarding and Welfare 3)**

In the event we have concerns about the welfare of your child we will may a record of this concern which will be stored separately from your child’s file. We will tell you about this, unless we feel to do so places your child ‘at significant risk of harm’.

If we feel your child is ‘at significant risk of harm’ we will follow the governments statutory guidelines ‘*working together to safeguard children*’ (2013) and notify social services or in emergencies, the police. **(Safeguarding and Welfare 3)**

**If I or a member of staff has any concerns about your child we will Follow the following procedure:**

I or staff member has concerns about child welfare
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Staff discusses with Marie Giddings or Early Years Safeguarding Officer (**details of child will not be used at this stage**)



Still has concerns	No longer has concerns
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We refer to Local Authority following up in writing within 48 hours (RF1)	No further child protection action
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Social worker acknowledges receipt of referral and decide on next course of action within one working day	Feedback to referrer on next course of action
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Initial assessment required	No further Local Authority children's social care involvement at this stage, although other action may be necessary, e.g. onward referral
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Concerns about child's immediate safety



Emergency Action \*

Our policy is in line with Swindon Local Safeguarding Children's Board  
**(Safeguarding and Welfare 3)**

We have a copy of '*What to do if you're worried a child is being abused*'  
2015 for parents and staff.

- It is our setting policy that all staff receive Child Protection training.  
**(Safeguarding and Welfare 3)**
- All staff undergo enhanced Disclose and Barring Service (DBS) clearance before being left alone with children and positions are exempt from the Rehabilitation of Offenders Act 1974 **(Safeguarding and Welfare 3)**
- No adult works unsupervised who has not undergone enhanced DBS clearance including volunteers. **(Safeguarding and Welfare 3)**
- All visitors to the setting are recorded. They do not have unsupervised access to children. **(Safeguarding and Welfare 3)**
- Mobile phones are prohibited from the Nursery areas.
- Staffs are reminded at meetings and during supervision reviews if there is any reason why they may no longer be suitable to work with children. They are advised to notify the manager in confidence, of any changes that may affect their suitability to work with children. This includes changes to medication that may affect their day to day functionality **(Safeguarding and Welfare 3)**
- Staff sign a 'confidentiality' letter upon induction which includes:
  - \* Their duty when using social networking sites to communicate with others and are advised not to have contact with other staff members via social media sites. They are prohibited from contact with children, parents or any other professionals related to our business or from discussing the business on social network sites.
  - \* Mobile phones are stored in the staff room at all times and are only viewed during lunch breaks (in the staffroom away from children) **(Safeguarding and Welfare 3)**
  - \* Information about the children or families in our care remain confidential at all times

- The setting cameras and tablets are used by staff and children. They are never taken into nappy changing or toilet areas, sleeping areas or anywhere that a child may be alone and vulnerable. **(Safeguarding and Welfare 3)**
- We will never take photographs or video recording or share this information without your consent to do so.
- The setting has a variety of written policies and procedures which cover the EYFS requirements **(Safeguarding and Welfare 3)**

If there is an allegation made against a member of staff at The Play Den, a concern raised or simply an intuition that something is not quite right, we will:

- Seek advice from the Local Authority Designate Officer (LADO) from the Local Safeguarding Children's board immediately for advice.
- Notify Ofsted and provide them with details of investigation and action taken (no later than 14 days following the event) by telephone on 0300 123 1231. We will obtain the name of the person we have notified and we will record the date and time.
- Advice will be sought from the Early Years Safeguarding Officer
- The staff member may be suspended whilst an investigation is carried out. **(Safeguarding and Welfare 3)**
- We will meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm. **(Safeguarding and Welfare 3)**

This policy was produced on 8/8/12 and last updated on 11/4/19

