

Safeguarding Policy

The lead responsibility for implementing this policy is the Head of Centre who is the Designated Person. All staff are responsible for implementing this policy in their work and for reporting any concerns that arise. The Carroll Centre has used the Hampshire County Council Child Protection Guidance as guidance on good practice and a template for this policy.

It is the responsibility of the Head of Centre to ensure that the policy is understood by all adults working for the Centre. This policy refers to children, young people up to age 18 and vulnerable adults above 18.

The Designated Person responsible for all child/vulnerable adult protection concerns at the Carroll Centre is the Head of Centre, or in their absence the lead member of staff.

The Centre will provide a safe environment that protects children/vulnerable adults and minimizes the occurrence of harm. Any suspicion that abuse could occur will be dealt with in ways that respect the rights of the child/vulnerable adults, and which reinforce adult responsibilities towards children.

Principles

- All children/vulnerable adults have a right to be protected from abuse.
- Where there is conflict between the interests of the child and the parents, the interests of the child will be held as paramount.
- Children/vulnerable adults are considered to be abused or at risk of abuse if the basic needs of a child are not being met through avoidable acts or omissions.
- Abuse includes: neglect, physical, emotional and sexual abuse and can involve children/vulnerable adults from all cultures, religions and social classes. Centre staff and volunteers who are in daily contact with children/vulnerable adults are well placed to notice signs of abuse.
- Once abuse is confirmed the aim will be to minimize harm to the child/vulnerable adult and to promote recovery.
- A disclosure by a child/vulnerable adult, in confidence, must be passed on to the Designated Person (Head of Centre).
- If a child/vulnerable adult disclose abuse they should be listened to and not probed for further information.
- If a child/vulnerable adult disclose abuse, he/she should not have to repeat the information to other members of staff.

Prevention

At the Centre we aim to create an environment in which children, young people and vulnerable adults are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

In order to achieve this we will carry out the following:

Exclusion of known abusers

It will be made clear to applicants for paid and voluntary jobs with the Centre that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and that all applicants are subject to rigorous safer-recruitment procedures.

All applicants who work for the Centre, whether voluntary or paid, will be interviewed and every interview will include an accredited 'safer recruitment' trained panel member and/or the Head of Centre, who will have attended an accredited safer-recruitment training course. Before an appointment is made, at least two references will be sought.

All applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, will need to provide explanations for those gaps or frequent moves. All appointments will be subject to an enhanced disclosure check through the Criminal Records Bureau.

During their probationary period with the Centre, all paid staff and volunteers will receive an induction during which regular reviews will take place. This includes an assessment of the individual's suitability for working with children, families and vulnerable adults. Appropriate actions resulting from this assessment will be taken where necessary.

Ensure good practice

Centre staff will not be left alone with individual children/vulnerable adults or with small groups. Other adults including volunteers will not be left unsupervised with children/vulnerable adults.

We will listen to children/vulnerable adults and encourage them to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them at an age appropriate level.

Child and Vulnerable Adult protection procedures

Responding to concerns

If through conversation or other contact with a child/vulnerable adult, a member of Centre staff suspect physical, sexual, emotional abuse or neglect of a child the staff member will:

- Listen to what the child/vulnerable adult says and will be comforting and sympathetic.
- Write down exactly what the child/vulnerable adult says or what actions have caused concern and will sign and date it.
- Not make assumptions about who the allegation might concern and will ensure the child/vulnerable adult is safe.
- Inform the safeguarding designated person of any concerns or suspicions
- Further advice can be received from the Head of Centre on 01962 840022 or safeguarding group followed by Hampshire County Council Children's Services professionals' line.
- All matters concerning children/vulnerable adults will be reported to the Head of Centre – Designated Person.
- **If a child/vulnerable adult arrive with injuries, Centre staff will:**
- Bring that to the attention of the senior member of staff on duty immediately.
- Ensure immediate medical attention if necessary
- If possible, ask the child/vulnerable adult and/or parent/carer how the injuries occurred
- Accept explanations and will not question a parent/carer further at this stage
- Make a written record using diagrams if helpful (see Appendix 2 – Body Map and 3 Facial Injury Map) and include stated explanations and responses. The record will be timed, dated and signed.

Prevent Duty

The Prevent duty balances legislation, key documents, guidance and advice including:

- Keeping children safe in education
- Working together to safeguard children
- Statutory Framework for the early year's foundation stage: setting the standards for learning, development and care from birth to five.

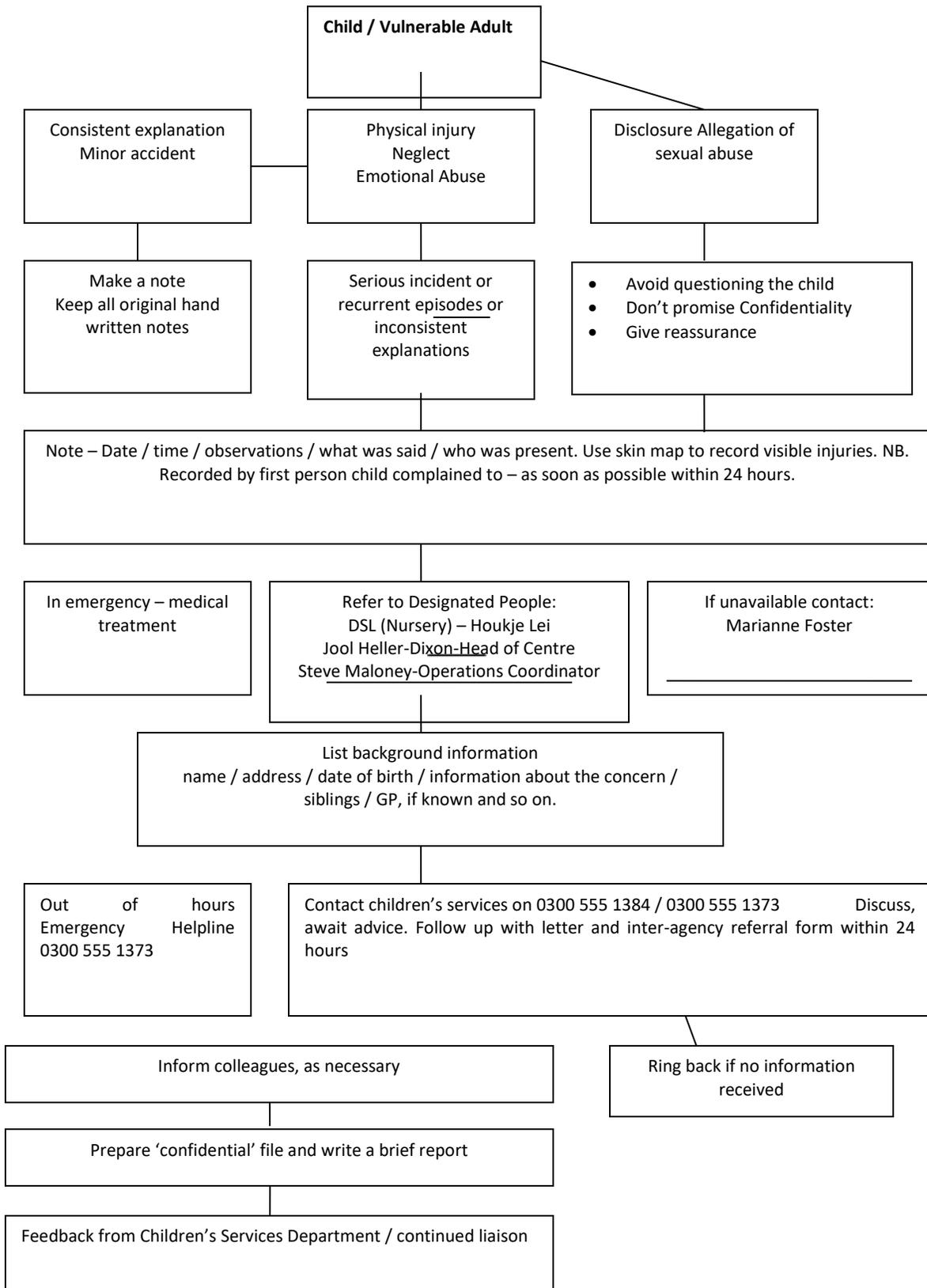
The Carroll Centre aims to safeguard children, young people and adults from physical harm and harmful behaviour including emotional abuse and cultural, political and religious extremism.

As a centre, we will:

- Ensure staff are able to identify children who may be vulnerable to extremist behaviour.
 - *Children/young people and people from lower income and socio-economic groups;*
 - *Those who perceive discrimination, experience racial or religious harassment, and have a negative view of policing.*

- Ensure staff know what to do if children have been identified – process to be looked at (safeguarding group referral)
- Protect children from the risk of radicalisation as part of our safeguarding duties, whether these risks come from within the family or are the product of outside influences.
- Build children’s resilience to radicalisation by promoting fundamental British values (Democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs) enabling them to challenge extremist views. (We will be a safe space where children can understand the risks associated with radicalisation and develop the knowledge and skills to be able to challenge extremist arguments).
- Within our early years, we will follow the statutory framework for the Early Years Foundation Stage which will ensure we assist our pupil’s personal, social and emotional development and understanding of the world.

Currently under review and will be updated by November 2022



Child / Vulnerable Adult

Consistent explanation
Minor accident

Physical injury
Neglect
Emotional Abuse

Disclosure Allegation of
sexual abuse

Make a note
Keep all original hand
written notes

Serious incident or
recurrent episodes or
inconsistent
explanations

- Avoid questioning the child
- Don't promise Confidentiality
- Give reassurance

Note – Date / time / observations / what was said / who was present. Use skin map to record visible injuries. NB. Recorded by first person child complained to – as soon as possible within 24 hours.

In emergency – medical
treatment

Refer to Designated People:
DSL (Nursery) – Houkje Lei
Jool Heller-Dixon-Head of Centre
Steve Maloney-Operations Coordinator

If unavailable contact:
Marianne Foster

List background information
name / address / date of birth / information about the concern /
siblings / GP, if known and so on.

Out of hours
Emergency Helpline
0300 555 1373

Contact children's services on 0300 555 1384 / 0300 555 1373 Discuss,
await advice. Follow up with letter and inter-agency referral form within 24
hours

Inform colleagues, as necessary

Ring back if no information
received

Prepare 'confidential' file and write a brief report

Feedback from Children's Services Department / continued liaison

E-safety

If staff suspect or are made aware of inappropriate or illegal use of IT or electronic devices they should follow the E-safety procedure.

Confidentiality

The safety of the child/vulnerable adult is paramount. Information must be shared with other childcare professionals if it is in the interests of keeping the child/vulnerable adult safe. All child/vulnerable adult protection records will be locked securely at the Centre and be accessible only to the Designated Person and designated managers.

Allegations against staff

In the event of an allegation or concern about a member of staff's conduct with a child/vulnerable adult, the matter should be raised with the Designated Person (see child protection procedures flow chart below). If the allegation or concern is about the Designated Person then the matter should be raised with the Chair of Trustees.

The Local Area Designated Officer (LADO) covering the Winchester Area is the person to contact regarding serious concerns about people working with children.

E-mail: child.protection@hants.gcsx.gov.uk

Telephone: 01962 876364.

