

# Safeguarding Children Policy

## Commitment

At Glo Family, we are committed to safeguarding and promoting the welfare of all children.

We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

## Child Protection

### Key staff

In our organisation the designated officer for child protection is

Rosemary Fitzgerald and Maria Fernandez

In his/her absence the role is fulfilled by Kerstine Rencourst.

Both these post-holders have the status and authority within our management structure to carry out the duties of the role.

All our staff are reminded annually who these key post-holders are. This is supported by a poster in our organisation (Appendix 1)

### Child Protection Procedures

At our organisation we follow the policies and procedures generated by Stockport's Local Safeguarding Children Board.

1. When staff receive a disclosure or notice something which leads them to suspect that abuse may have taken place the information is recorded on our 'Note Of Concern' (Appendix 2). If physical abuse is suspected a 'skin map' will be used to record the site and extent of any injury that has been noticed (Appendix 3). These are both passed in a sealed envelope to the designated officer as soon as possible. This record should include:
  - The date and time of the observation/disclosure
  - Full information including verbatim accounts when possible of the incident
  - Comments about the child's appearance, behaviour, emotional state and actions

When staff are receiving a disclosure from children they should follow the guidance issued by the LSCB (Appendix 4)

When technology is involved we retain the evidence provided by the young person and/or their family (e.g. screen shots/emails/text messages) and use it to support the 'note of concern'. However we do not search mobile phones or computers to

gain further information. Instead we seek advice from the police via the Public Protection and Investigation Unit (856 9931) about gathering evidence.

2. Upon receiving the 'note of concern' the designated officer follows the procedures endorsed by Stockport's Local Children Safeguarding Board. Action should be taken within the same working day and as early as possible.
3. Where abuse is suspected a referral will be made to Social Care by the Designated Officer. The expectation is that a verbal referral will be supported in writing, (Appendix 6). The supporting documentation should be faxed to the Contact Centre on 476 3504.

The content of the referral will be discussed with parents/carers where this is appropriate. Advice may be sought from Social Care concerning this aspect of information sharing. It is recognised that parents/carers are unlikely to be told that a referral is being made if sexual abuse or fabricated illness are suspected. Staff are aware that they must not discuss any issues with parents/carers unless they are told to do so by the designated officer.

#### **NO ATTEMPT SHOULD BE MADE BY OUR STAFF TO CONDUCT AN INVESTIGATION INTO CASES OF SUSPECTED ABUSE.**

Social Care and the police are responsible for undertaking investigations. Inappropriate actions by others may negate or contaminate evidence.

At our organisation it is expected that staff will co-operate with those investigating abuse following a referral. It will be the responsibility of those investigating the case to ensure that parents/carers are fully informed about the investigation.

Throughout this process the designated officer can seek advice from  
Social Care (217 6028) - you may need to speak to the Senior  
Practitioner/Duty Social Worker

#### **Training and Support**

- All members of staff are trained in child protection issues as part of their induction process
- All staff have access to Basic Awareness training every 3 years
- Support material and the LSCB policies and procedures are available on the Stockport's LSCB website ([www.safeguardingchildreninstockport.org.uk](http://www.safeguardingchildreninstockport.org.uk))
- The procedures relating to child protection are discussed with all staff annually
- A record of staff training is kept within the organisation, which identifies who has attended the training and the content of the session
- A set of the most recent training materials are available for staff in school

#### **Information for Parents/Carers**

It is made very clear to all parents/carers that all our staff is legally obliged to follow up any concerns they may have around child protection. A statement to this effect is

included in the prospectus, is on our website. We also display our commitment to safeguarding in our entrance hall.

## **Confidentiality/Records**

Any records that we may have to support a child protection referral are stored securely in our organisation.

## **Safer Recruitment**

At our school we are committed to the safer recruitment practices outlined in Safeguarding Children and Safer Recruitment in Education (2007)

We ensure that all appointments are made by a panel which comprises of at least one person who has completed the NCSL/CWDC training package. The organisation holds a copy of the certificates of everyone who has been trained within their organisation.

Our safer recruitment practices include:

1. Ensuring that all our adverts include a statement which explains our commitment to safeguarding children
2. Displaying our commitment to safeguarding both visually in the organisation and on our website
3. Ensuring that all our posts are detailed accurately through specific job descriptions and person specifications which state the contact that the post-holder will have with children
4. Discarding any applications that are made by any applicant who submit a CV instead of the required application form
5. Requesting references prior to interview, using a detailed reference request form
6. Scrutinising the application form and references, to identify any gaps in employment, or inconsistencies in the information presented. We use this information to formulate candidate specific questions that will be used during the interview.
7. Checking the validity of qualifications
8. Checking the identity of the individual concerned
9. Checking the eligibility of the candidate to work in the UK.
10. Asking specific questions during the interview that relate to safeguarding children. We expect candidates to discuss individual experiences rather than talking hypothetically.
11. Collecting the information for an Enhanced CRB check
12. Discussing any self-declared information with the candidate in a non-prejudicial way during the interview
13. Reserving the right to call candidates back for further questioning if anything emerges either through the CRB process or late references.
14. Reserving the right to dismiss a candidate if false information has been submitted during the recruitment process or if information comes to light that the candidate failed to disclose

In addition we:

- a) maintain our single central record for our own employees and volunteers
- b) have a clear process of managing other visitors to the organisation safely.

### **Managing allegations against members of staff**

All the staff in our organisation are aware that they have a duty to report any concerns they have about the conduct of another member of staff or volunteer to the manager. If the concerns are about the manager they are aware that they report the matter to the Local Authority Designated Officer at the Safeguarding Unit.

When an allegation has been made against a member of staff the manager will consider whether the allegation suggests that the individual has:

- Behaved in a way that has harmed, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved in a way that indicates that s/he is unsuitable to work with children

If any of the above may have happened the manager must record the concerns, and contact the Local Area Designated Officer (LADO: 474 5657) to ask for advice about how to proceed. The LADO will advise the manager about whether to complete Form 1 (Appendix 10), or treat the matter internally via other policies (eg. disciplinary/capability). For additional information about the process we refer to the flowchart written by the LSCB ([www.safeguardingchildreninstockport.org.uk](http://www.safeguardingchildreninstockport.org.uk))

All staff are made aware of this policy at least annually.

As a regulated provider we recognise our duty to refer colleagues to the Independent Safeguarding Authority (ISA) under section 35 of the Safeguarding and Vulnerable Groups Act (2006) for their consideration about whether a colleague should be barred from the children's workforce. We would make a referral when *both* conditions set out in the Referral Guidance provided by the ISA on [www.isa-gov.org.uk](http://www.isa-gov.org.uk) are met.

### **Ratification**

This policy was agreed and adopted

Signed:

(Date)

Date for review:

