



Safeguarding and Child Protection Policy

HOP SKIP AND JUMP

Principles

Hop Skip and Jump takes seriously its responsibility to protect and safeguard the welfare of the children and young people in its care.

“The welfare of the child is paramount.” Children Act 1989.

All action is taken in line with the following legislation/guidance:

- Keeping Children Safe in Education (DfE July 2015)
- South West Child Protection Procedures (SWCPP)
- Section 175 Children Act 2002
- Working Together to Safeguard Children (March 2015)
- Swindon Local Safeguarding Children Board guidance
- What to do if you're worried a child is being abused (DfE March 2015) – non-statutory advice for practitioners
- Information-sharing :advice for practitioners providing safeguarding services (DfE March 2015)
- The Prevent duty - Departmental advice for schools and childcare providers (July 2015)

We will follow procedures set out by the Local Safeguarding Children Board and take account of further guidance issued by the DfE, and the Local Authority (LA).

Our policy applies to all staff and volunteers working at Hop Skip and Jump

We recognise that staff, because of their contact with and knowledge of children or young people in their care, are well placed to identify abuse or neglect and offer support to children in need.



As part of the ethos of Hop Skip and Jump all staff and volunteers are committed to:

- ensuring they practise safer recruitment in checking the suitability of staff and volunteers to work with children ;
- understanding, and adhering to the Hop Skip and Jumps code of conduct (Safer Working Practice Guidance for adults working with children and young people 2013);
- establishing and maintaining a safe environment, where all children feel secure, can learn and develop, are encouraged to talk and are listened to, where their views are valued and respected;
- supporting children who have been abused, and carrying out specific actions in accordance with the agreed child protection support plan;
- ensuring staff and volunteers are aware of signs and symptoms of abuse, know the correct procedure for referring concerns, or reporting allegations against staff, and receive appropriate training to enable them to carry out these requirements;
- ensuring all volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated safeguarding lead;
- exercising our duty to work in partnership with other agencies and to share information with them, including attendance at child protection conferences, core groups and preparation of reports for conferences;
- encouraging and supporting parents/carers, working in partnership with them.

Please refer to the [South West Child Protection procedures for further information on safer recruitment](http://www.online-procedures.co.uk/swcpp/contents/safer-recruitment/). <http://www.online-procedures.co.uk/swcpp/contents/safer-recruitment/>
Training is available from Swindon LSCB – see www.swindonlscb.org.uk
“Working together to safeguard children” - statutory guidance

Hop Skip and Jump recognises that it is an agent of referral and not of investigation. Safeguarding issues can include one or more of the following:

- Neglect
- Children missing from education
- Children missing from home or care
- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Radicalisation
- Bullying or harassment (including e-safety)
- Child sexual exploitation
- Forced Marriage
- Radicalisation
- Domestic Abuse
- Female Genital Mutilation



Hop Skip and Jump recognises:-

- the positive contribution it can make towards protecting its children and young adults from radicalisation to violent extremism and strives to build pupils' resilience to radicalisation by promoting British values and enabling them to challenge extremist views.
- its role in protecting the wellbeing of particular children who may be vulnerable to being drawn into violent extremism or crime

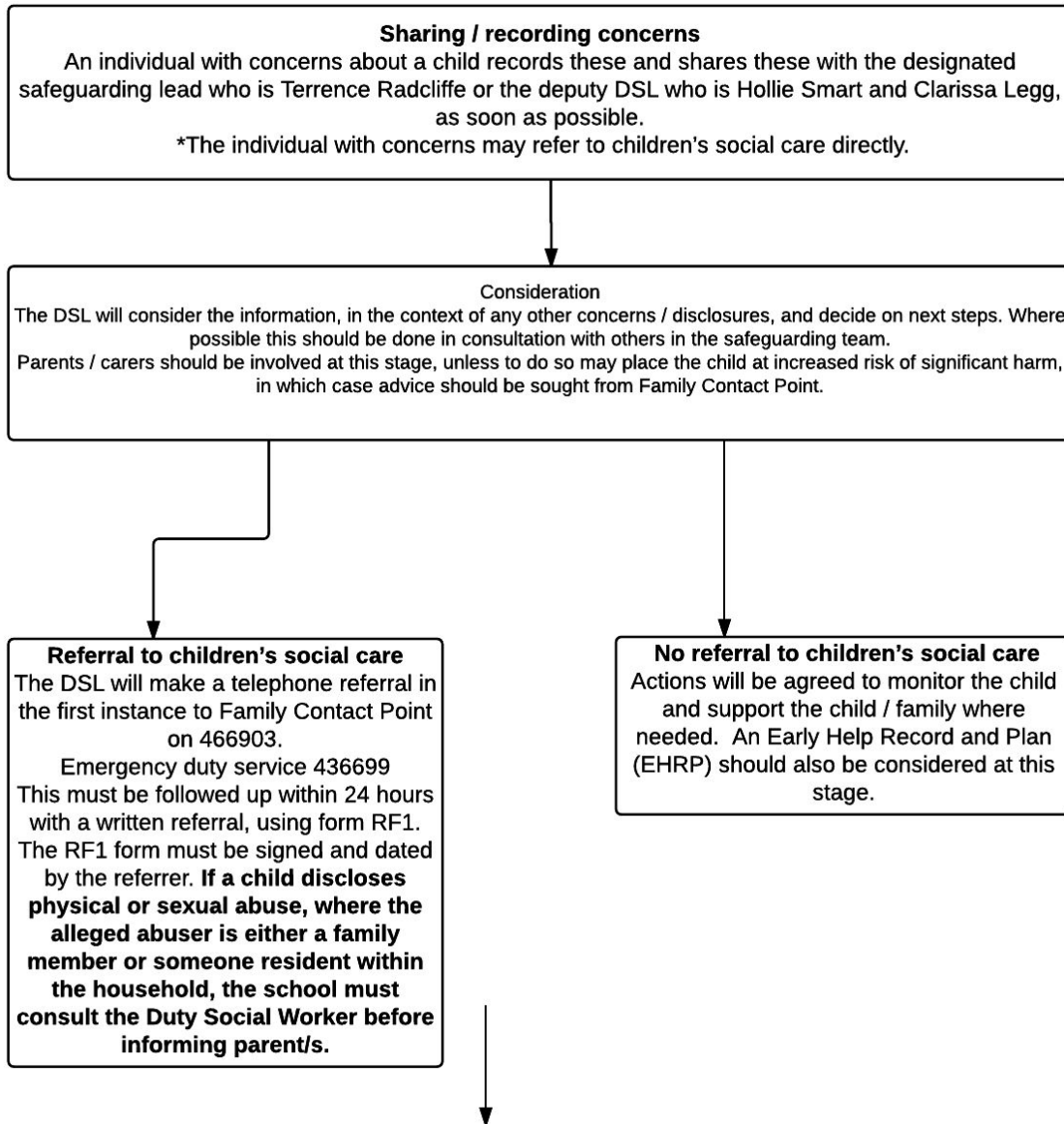
As with managing other safeguarding risks, if a member of staff (including regular volunteers) has concerns about a pupil, they should follow the Hop Skip and Jump safeguarding procedures (see below) and discuss with the designated safeguarding lead.

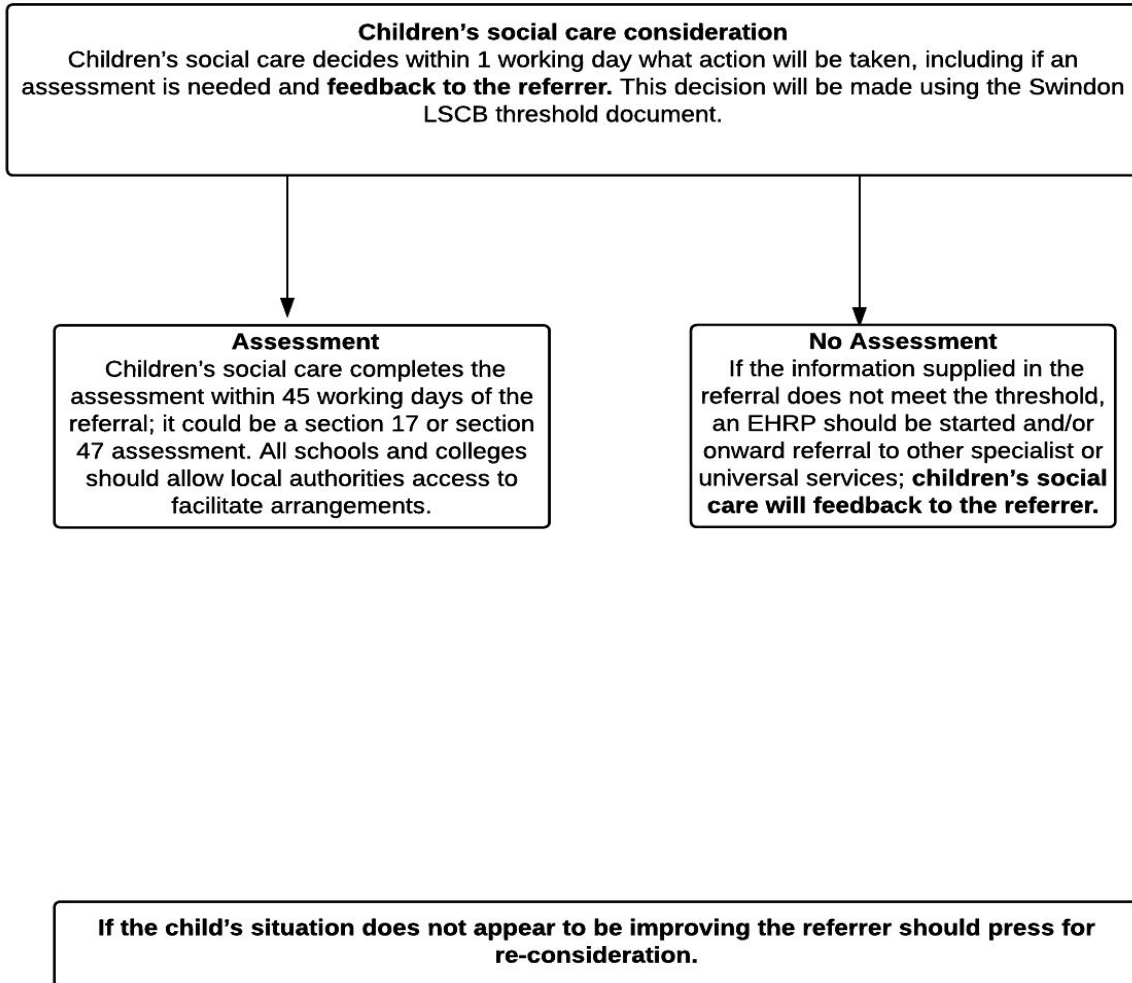
Our child protection policy should be read in conjunction with the following relevant policies:

- Positive Behaviour Support and positive handling
- Anti-bullying
- Health and Safety
- Exclusions
- Equal Opportunities
- Social Media
- Site Security
- First Aid
- Lone Working
- Recruitment
- Children looked after
- Children missing in education



Action when a child has suffered or is likely to suffer harm





* In exceptional circumstances the individual with concerns may refer to children's social care directly – where the DSL / deputy DSL is not available, the individual should not delay until they become available and should contact FCP immediately.

Referrals for Alleged Perpetrators of Sexual Abuse – Where a pupil is being investigated by the police for allegedly committing sexual offences, and the police have said they will make a referral to Social Care, the school will still telephone Family Contact Point without delay to raise awareness of the concerns relating to the alleged perpetrator. Family Contact Point will advise whether or not an RF1 needs to be completed by the school.



Record Keeping

Any member of staff or volunteer receiving a disclosure of abuse, or noticing possible abuse, must :-

- make an accurate record as soon as possible, noting what was said or seen, putting the event into context, and giving the full date, time and location. (where possible this will be recorded onto appendix 1 – concern / disclosure form)
- Where staff have observed injuries to a child, these will be recorded on a body map outline, with some indication given about the size of the injury. **Staff will not take photographs of injuries.**
- The concern / disclosure must be discussed with the designated safeguarding lead as soon as possible.
- All hand-written records must be retained, even if they are subsequently written up onto a concern/disclosure form.

Written records of concerns about children must be kept, even where there is no need to make a referral immediately.

All records relating to child protection concerns will be kept in a secure place and will remain confidential. They do not form part of the pupil's educational records and must be kept separate from other records.

A chronology will be kept at the front of individual pupils' files, which is reviewed and updated whenever a new concern is raised or additional relevant information becomes available, **noting actions and outcomes.**

Significant events, for example a Team Around the Child (TAC) meeting or child protection conference should also be noted on the chronology. The quality of child protection records will be monitored by the Designated Safeguarding Lead regularly.

Where a child moves setting, the safeguarding / child protection documentation will be passed immediately and confidentially to the receiving school, separate from general records. Where possible the DSL will arrange to meet with the DSL from the receiving setting to discuss the safeguarding / child protection information in more detail. The receiving setting will be asked to

sign to confirm that the transfer has taken place successfully and this signed record will be kept on file. Where a child is referred into our school, a request for information will be sent to the previous setting or case social worker if there is no evidence of a safeguarding / child protection file, when records are received. This will prompt the previous provisions to check whether any safeguarding / child protection records exist.

Confidentiality must be maintained and information relating to individual pupils / families shared with staff on a strictly need to know basis.

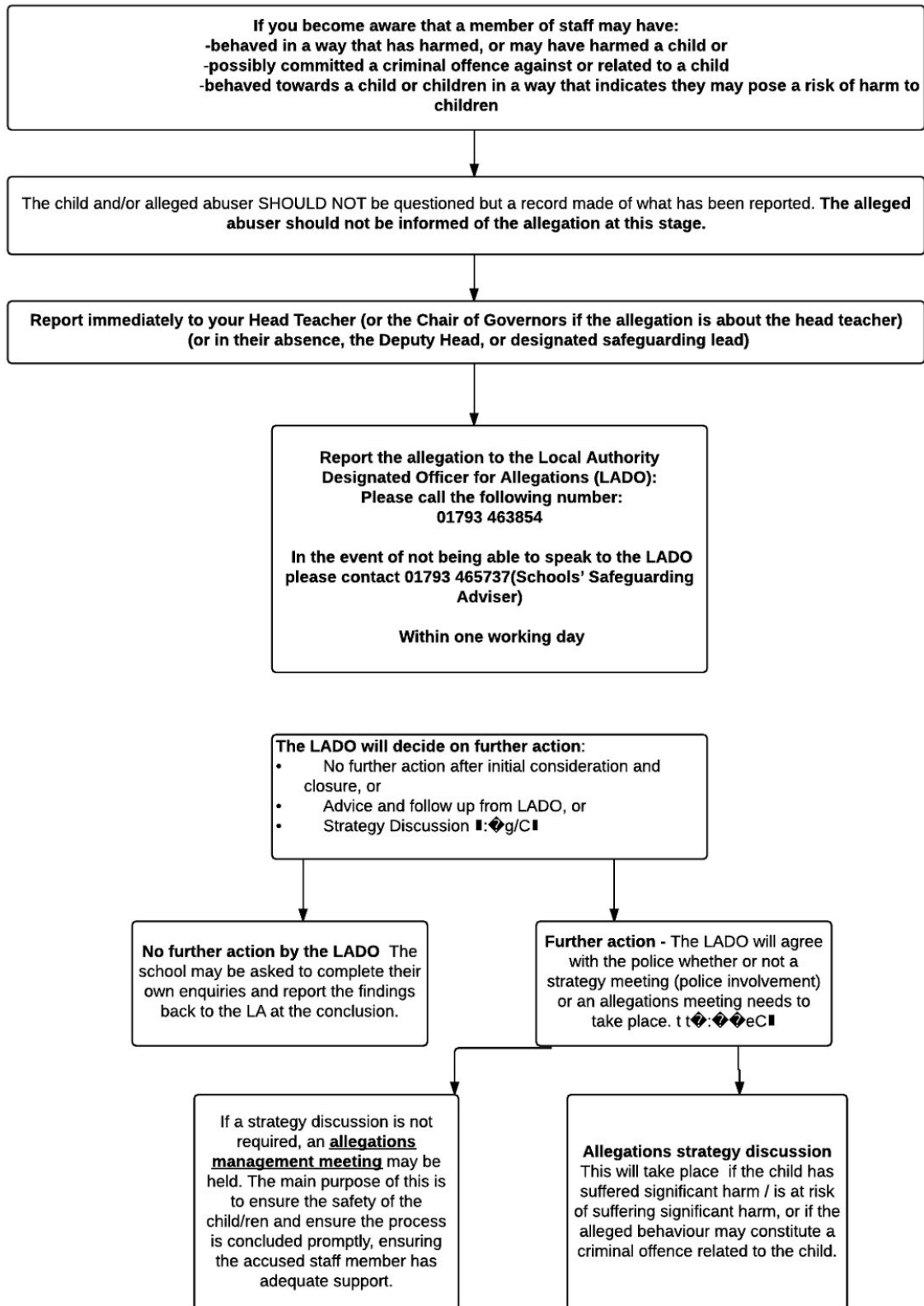


If you use walkie talkies within your centre, please remember that your radio frequency can be picked up by other users, therefore, you should not be having any conversations which involve naming or discussing children.

There are occasions when social care will contact Hop Skip and Jump and request a phone number for a parent or carer. The caller's identity should be verified before releasing this information and the school should confirm with social care whether or not the family should be informed about the request.



Alleged Abuse by Staff





This document is intended for use as a guide. Please refer to:

1. [Keeping Children Safe in Education July 2015](#)
2. The Multi-Agency South West Child Protection Procedures at www.swcpp.org
3. [Swindon LSCB guidance A guide for employers contributing to strategy discussions or allegations management meetings Sept 13](#)

3.1 Hop Skip and Jump is legally obliged to make a referral to the Disclosure and Barring service if at the end of the allegation process a member of staff or volunteer is removed from their position, or if they leave while under investigation for allegedly causing harm or posing a risk of harm.

Hop Skip and Jump has a code of conduct in place which clearly states what behaviours are acceptable and what behaviours are not and a professional boundaries policy in place. Staff sign to say that they have read and understood the documents.

Practitioners are advised to use 'Working together to safeguard children'. A guide to inter-agency working to safeguard and promote the welfare of children.

Historical allegations of abuse should also be referred to the police.

Concerns about safeguarding practice within Hop Skip and Jump

Staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in Hop Skip and Jump safeguarding regime. Appropriate whistleblowing policy and procedure is in place for Hop Skip and Jump.

Parental Involvement

Hop Skip and Jump is committed to helping parents/carers understand its responsibility for the welfare of all children and our duty of care. Our first priority is the child's welfare and therefore there may be occasions when concerns about a child means that we have to consult other agencies before we contact the parent/carer. **The procedures we follow have been laid down by the South West Child Protection Procedures - www.swcPPP.org.uk, and are in accordance with Swindon Borough Council guidance.www.swcPPP.org.uk, and are in accordance with Swindon Borough Council guidance.**

Parents/carers will be made aware of the school's child protection policy via the Hop Skip and Jumps website. The policy and procedures will also be available in the reception area of Hop Skip and Jump.



Concerns will be discussed with parents/carers. Where a referral is needed, the designated safeguarding lead should seek the agreement of parents/carers before making the referral, unless to do so may place the pupil at increased risk of significant harm. Advice will be taken from Family contact point.

Training

6.0 The designated safeguarding lead and his/her deputy must receive multi-agency child protection training every 2 years. Training is available from the Local Safeguarding Children Board www.swindonlscb.org.uk.

6.1 All staff must be provided with child protection training on a regular basis, at least every 3 years.

6.2 Temporary staff must be made aware of basic information in respect of the school's child protection procedures, including the name of the designated person.

6.3 All new staff must receive child protection training as part of their induction. This will include level 1 training (basic awareness) through the LSCB, unless they have attended training within the last 3 years eg. at a previous setting. Volunteers will also receive some basic training.

6.4 Where appropriate, staff will receive additional training in order to effectively carry out their role e.g. safer recruitment training.

6.5 The designated safeguarding lead and their deputy should keep up to date with local and national advice and guidance on child protection, and attend such additional training as is necessary to effectively fulfil their roles.

6.6 Training records must be kept up to date, recording the date, focus and level of training received by individuals.

The Role of the designated safeguarding lead and deputy / deputies

The designated safeguarding lead and deputy / deputies will ensure that they fulfil their duties for safeguarding. That they are familiar with the safeguarding policy to enable them to act on any indication that a child is suffering and that they provide support and guidance in relation to child protection matters to any person that cares for children.



Safer Recruitment

Safer recruitment procedures are in line with the current legislation , Keeping Children Safe in Education, July 2015. This is where further detail can be found.

For all appointments, an enhanced DBS certificate, which includes barred list information, will be required and x 2 written references are obtained before staff are offered a post.(Please see the Safer Recruitment Policy)

Staff will be asked discreetly on a regular basis if their suitability to work with children has changed due to themselves or by association. They must tell the provider immediately if circumstances have changed.

Review

This policy will be reviewed on an annual basis, and updated where appropriate, however if a weakness is identified in Hop Skip and Jumps procedures, the policy will be reviewed and revised immediately.

Signed:

