



The Windmill Sure Start Children's Centre
Child Protection Policy
(Safeguarding)

Review Period	Annual
Date Approved	Summer 2013
Next Review Date	Summer 2014

The name of the Child Protection Liaison Officers (CPLOs) are Mrs Elaine Hampson (Headteacher) and Mrs Tracey Quixley (Centre Co-ordinator). Mrs Jo Spindler (Deputy Headteacher) and Mrs Phillipa Rushby (KS2 LEAD) may act in their absence. The designated governor is Mr Phil Peterson (Chair).

The term 'code purple' within our establishment is used to convey to all staff that the CPLO trained members are dealing with critical matters or concerns of a sensitive nature.

This Child Protection document links to other policies that address the wider remit of safeguarding. e.g: Safer recruitment, Anti-bullying, Behaviour and Safety, Signing In Sheets etc, the full list of which can be found at the end of this policy. This policy has been produced as a result of collaboration with Burstow Primary School.

This policy will be available on the Centre website.

This policy has been developed in accordance with the principles established by the

Children Act 1989
Education Act 2002
Children Act 2004

And in line with government publications:

The National Service Framework for children and Young People and Maternity Services (2004)

Working Together to Safeguard Children, 2006

What To Do If You Are Worried A Child Is Being Abused, (2006)

Safeguarding Children and Safer Recruitment in Education, DfES Guidance, (2006)

Common Assessment Framework (2006)

Children and Young Peoples Plan: Building Brighter Futures (2008)

Guidance for Safer Working Practice for Adults who work with Children and Young People in education Settings (2009)

Working Together to Safeguard Children: A guide to interagency working to safeguard and promote the welfare of children (2010)

Our policy applies to all staff and volunteers working in the Centre. (Staff covers ALL adult staff on site, including temporary, supply, ancillary staff, volunteers and work experience staff working with children)

The aims of this policy are:

- o To ensure that we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- o To raise awareness of child protection issues and equip parents/carers of young children with the skills needed to keep them safe
- o To develop and then implement procedures for identifying and reporting cases, or suspected cases of abuse.
- o To support pupils who have been abused in accordance with his/her agreed child protection plan
- o To establish a safe environment in which children can learn and develop

All staff are well placed to observe the outward signs of abuse. The Centre will therefore:

- o Establish and maintain an environment where parents/carers and children feel secure, are encouraged to talk, and are listened to.
- o Ensure that parents/carers of children attending the Centre know that there are adults in the Centre whom they can approach if they are worried.

We will follow the procedures set out in the Surrey Safeguarding Children's Board and take account of any guidance issued by the Department for Education to:

- o Ensure that we have a CPLO (Child Protection Liaison Officer) for child protection who has undertaken Child Protection Training delivered through the Surrey Safeguarding Children Board (SSCB) and who undertakes an update in training as recommended by the LA every two years.
- o Ensure we have a nominated governor responsible for child protection.
- o Ensure every member of staff and the governing body know the name of the CPLO responsible for child protection and their role.
- o Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the CPLO responsible for child protection.
- o To ensure all training of staff is reviewed according to LA guidelines
- o Ensure that the CPLO contacts Surrey Children's Services (the Contact Centre) if there are concerns about a child/young person, parent or carer.
- o Ensure that parents have an understanding of the responsibility placed on the Centre and its staff for child protection by making the policy available on the Centre website.
- o Notify agency of non-attendance at activities agreed for a child who is on the child protection register/subject to a child protection plan.
- o Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences and CIN (Child in Need) meetings.
- o Keep written records of concern about children, even when there is no need to refer the matter immediately.
- o Ensure all records are kept securely and in a locked location.

- o Ensure that when a child transitions to nursery or school, their child protection record/file is transferred to the named CPLO in that new setting.

We recognise that a child/young person, parents or a colleague may make an allegation against a member of staff if they have:

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

Therefore we will;

- o Ensure that the Centre has a named Manager for handling allegations against staff. This is the Centre Co-ordinator, and where an allegation is made against the Centre Co-ordinator that the headteacher and Chair of Governors of Burstow Primary School should be notified.
- o Ensure that the Centre complies with the Surrey Safeguarding Children Board protection Procedures and the DfE Practice Guidance for Handling Allegations Against Adults who Work with Children and Young People (May 2009). This will require the headteacher or the Chair of Governors, when the allegation is against the Centre Co-ordinator, to contact the Local Authority Designated Officer (LADO) at Surrey LA for further advice.
- o Ensure that we participate in any investigation that ensues
- o Ensure safe recruitment practices are always followed. This means that the Centre are included in the Single Central Record of Recruitment at Burstow Primary School and that the Centre Co-ordinator, Headteacher, and a Governor have completed Safer Recruitment Training. We understand that whilst not statutory, it is best practice to ensure that the interview panel consists of one member who has undertaken the Safer Recruitment Training.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The Centre will:

- o Implement and review statutory policies that are relevant to safeguarding and promoting the welfare of children
- o Liaise with other agencies such as Surrey Children's Services, Health and Social Care and the Centre Outreach Worker.

- o Ensure that where a child on the child protection register leaves the Centre, their information is transferred appropriately and that the child's social worker is informed
- o Recognise that children come from diverse cultural backgrounds and as a result have developed policies to ensure that we embrace diversity in religion and faith, race, ethnicity, gender and sexual orientation and disability.

There are a number of policies that are relevant and link to safeguarding and promoting children's welfare. These include the following, which are in the process of being developed in collaboration with Burstow Primary School:

Anti Bullying (with reference to cyber-bullying)
 Behaviour and Safety Policy
 Equality Policy, Disability Action Plan and Equality Scheme
 Equality Act-Sexual Orientation Regs. 2007 (guidance)
 First Aid
 Health & Safety
 Management of Allegations made Against Staff-Surrey
 Safer Recruitment
 Safeguarding Statement/Policy (including Whistleblowing) on Centre website
 Special Educational Needs and Disability
 Staff Appraisal
 Guidance on conduct (in contracts)
 Positive Touch Policy
 Volunteers Induction Pack and Confidentiality Pack
 Use of Photographs (Estart registration form)
 Whistleblowing
 Work Placement (Work Experience)
 Governors Visits to the Centre

- We will ensure that these policies are updated on a regular basis to reflect the changing needs of the parents/carers, children and young people who attend our Centre
- We will consult with the parents/carers of children/young people to ensure their voice is heard.