



CHILD PROTECTION PROCEDURES AND SAFEGUARDING POLICY

In accordance with Standard 20 NMS (2016): Child Protection – Children are protected from harm and abuse and parents are confident that all possible steps to protect children from abuse are taken.

We all have a responsibility to keep children safe from harm and the welfare of the children is always paramount, it is our legal duty to refer all allegations of child abuse, harm or neglect appropriately and without delay. The content of this policy is applicable to staff, volunteers and visitors at the setting.

All staff and regular volunteers have a DBS (Disclosure and Barring Service) check, the setting will keep a log of DBS numbers and dates for renewal. Any other person, including parents of children attending the group, will not be allowed to be alone with any child except their own. The school completes an annual Safeguarding Audit which covers Tinytots and Happitots.

CHILD PROTECTION IS THE RESPONSIBILITY OF EVERYONE

We ensure that the two key principles of **safeguarding and protecting is everybody's responsibility and a child centred approach** underpins our safeguarding practice:

Having regard for the Rights of Children and Young Persons (Wales) measure 2011 and specifically Article 19 of the UN Convention on the Rights of the Child which states:

'Children have the right to be properly cared for and protected from violence, abuse and neglect by their parents and anyone looking after them.'

Having regard for the following legislation:

- Safeguarding Children: Working Together To Safeguard Children'(2018). under the Children Act 2004 (www.wales.gov.uk) and 'What to do if you're worried about a child being abused (2015)'.
- Social Services and Well-being Act 2014
- Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020

We are aware of **The Mid and West Wales Safeguarding Board** and have regard for the Social Services and Well-being (Wales) Act 2014. <http://cysur.wales/home/>

Child protection begins by protecting the wellbeing of children by providing a safe environment that protects them from harm. Happitots and Tinytots will create an environment in which children are safe from harm and abuse. Staff meetings cover Child Protection so that staff are aware of the correct procedure for reporting and referral.

A child at risk

The Social Services and Well-being (Wales) Act 2014 defines at child at risk as a child who:

1. Is experiencing or is at risk of abuse, neglect or other kinds of harm;

2. Has needs for care and support (whether or not the authority is meeting any of those needs).

It is important to note:

- The use of the term 'at risk' means that actual abuse or neglect does not need to occur, rather early interventions to protect a child at risk should be considered to prevent actual harm, abuse and neglect;
- The two conditions necessary to demonstrate a child is at risk of abuse or neglect ensures that protection is provided to those with care and support needs who *also* require actions to secure their safety in the future;
- Risk of abuse or neglect may be the consequence of one concern or a result of cumulative factors.

Harm is defined as:

- ill treatment, this includes sexual abuse, neglect, emotional abuse and psychological abuse.
- the impairment of physical or mental health (including that suffered from seeing or hearing another person suffer ill treatment).
- the impairment of physical intellectual, emotional, social or behavioural development (including that suffered from seeing or hearing another person suffer ill treatment)

Staff are aware of the new legislation around physical punishment under the Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020.

Our school is committed to providing a safe environment for all our pupils, staff and any visitors. There is no place for extremist views of any kind in our school. We are aware that young people can be exposed to extremist influences or prejudiced views from an early age which spring from a variety of sources, including the internet. At times pupils, visitors or parents may themselves reflect or display views that may be considered as discriminatory, prejudiced or extremist, including using derogatory language; this will always be challenged and where appropriate dealt with.

Actions to be taken in the event of a Disclosure about a child:

The welfare of the children is paramount, and any suspicion of abuse must be responded to promptly and appropriately. Procedures for doing so comply with the new All Wales Safeguarding Procedures 2020 and, in summary, are as follows:

- Observations that give cause for concern will be reported immediately to the designated Child Protection Officers who are: the Setting Leaders (Louise Simister and Anna Wygold), Lorna Tuffin (Headteacher, Designated Child Protection Officer) or Wendi Terry (RI, Deputy Designated Child Protection Officer, Deputy Headteacher) or Suzi Harkness (Governor with responsibility for safeguarding and child protection)
- Observations or disclosures should be recorded on a proforma by the staff member who made the observation. These are known as Significant Moments forms and can be found in the staffroom and in the settings.
- Follow the school and Setting procedures: Do not question the child; Do not promise confidentiality; Do report immediately to one of the above named Child Protection Officers; Do record using a Significant Moments form following procedures as instructed.
- Significant Moments forms should be completed in PEN and SIGNED and DATED. They are kept securely in the Headteacher's Office whilst be acted upon. After this

- they are stored securely in the Setting.
- Where appropriate, contact will be made with the Duty Social Worker, Powys Front Door, and any other Safeguarding boards where relevant if a pupil attends out of county.
- The referral is made to Powys Front Door services as soon a problem, suspicion or concern about a child becomes apparent (within 24 hours). Outside office hours, referrals are made to the social services emergency duty team or the police. The duty social worker taking the referral is given as much of the following information as possible:
 - The nature of the concerns
 - How and why those concerns have arisen
 - The full name, address and dates of birth of the child.
 - The names address and dates of birth/ages of family members along with any other names which they are known by.
 - The names and relationship of all those with parental responsibility.
 - Information on any other adults living in the household.
 - Information relating to other professionals involved with the family, including the name of the child's G.P
 - Any information held on the child's developmental needs and his/her parents'/carers' ability to respond to these needs.
 - Any information affecting the safety of staff.

Factual information which has been passed to staff and not directly observed by staff may also be recorded on the Significant Moments forms. Parents and carers may not always have access to this information if it would compromise the safety of the child.

Actions to be taken following allegations against staff (including any of the named Child Protection Officers or volunteers) by staff

Any allegation against staff or volunteers will be taken seriously and the All Wales Safeguarding Procedures 2020 will be followed.

The CIW (Care Inspectorate Wales) will be informed of any referrals made.

Telephone: 0300 7900 126.

Email: ciw@gov.wales.

Welsh Government Office, Sarn Mynach, Llandudno Junction, LL31 9RZ

In a case of staff concerns over another colleague, including any of the named Child Protection Officers, the procedure to follow should be as follows:

Contact the Governor with responsibility for Child Protection, Suzi Harkness, 01938 590400

Referrals must go to Powys Front Door team by phoning 01597 827 666 and press 2 for the Children's Team. Out of Hours 0845 0544847.

Safeguarding by means of good practice

- Children will be supervised at all times by a responsible adult.
- Children will never be punished by smacking, slapping, or shaking. Neither will humiliating and/or frightening methods of punishment be used; see also Behaviour Management Policy.
- Children will not be left alone with students or visitors to the group.
- Children are accompanied and closely supervised at all times by authorised adults when taking part in external activities.

- Children will only be collected by an authorised adult whose details are held by the Setting.

Supporting families

Happitots and Tinytots will endeavor to build trusting and supportive relationships between families, staff and volunteers. Happitots and Tinytots believe the care and safety of the child is paramount and will do all it can to support and work with the child's family. Where abuse is suspected at home or elsewhere, Happitots and Tinytots will continue to welcome the child and family whilst investigations proceed.

Confidential records on a child will be shared with the child's parents, except in cases in which parents are implicated and evidence gives rise for concern.

If a parent or carer is concerned that a Child Protection matter is not being dealt with satisfactorily, they should:

- Inform the Governor with responsibility for Child Protection Suzi Harkness, 01938 590400, or the Chair of Governors, Galahad Longshadow, 07415 472200.
- or
- Telephone Powys Front Door directly on 01597 827 666 and press 2 for the Children's Team. Out of Hours 0845 0544847.

Liaising with other bodies

Advice and further information can be sought from Health Visitors, Social Services Duty Desk, School Nurse.

Training

Happitots and Tinytots ensure that all staff and volunteers have knowledge of, and access to, the new Wales Safeguarding Procedures and are informed of any amendments. A copy of the new Wales Safeguarding Procedures is available in the school office and should be referred to. Staff are encouraged to have the Wales Safeguarding Procedures app on their phones and Setting iPads where there is a link to the Mid and West Wales Safeguarding Board. www.safeguarding.wales

Happitots and Tinytots ensure that all staff and volunteers have knowledge of, and access to, local authority Child Protection courses, or any other course deemed appropriate by CIW. We implement an induction process and code of conduct for staff, students, visitors and volunteers which covers safeguarding and child protection, including acceptable use of mobile phones/cameras/smart watches/internet and social media policy.

Staff and volunteers will be required to attend Child Protection training sessions to enable them to recognise signs of abuse.

- **Physical abuse** – This may involve hitting, throwing, shaking, poisoning, scalding or burning, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates or induces illness in a child.
- **Emotional abuse** – persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. Some level

of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

- **Sexual abuse** – involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- **Neglect** – persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent/carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs. In addition, neglect may occur during pregnancy because of maternal substance misuse.

Full-time, permanent staff are required to have Advanced Child Protection training every three years. Staff also complete PREVENT, and VAWDASV training.

Also refer to the following policies on wider safeguarding:

- **Health Medication and Hygiene policy**
- **Missing Child Policy/Uncollected Child Policy**
- **Outings Policy**
- **Risk Assessments**
- **Toileting Policy**
- **Sun and Weather Policy**
- **Separation from Parents Policy**
- **Equal Opportunities Policy**

Please refer also to The Child Minding and Day Care (Wales) Regulations 2010 (Regulations 20 and 22) new Wales Safeguarding Procedures 2020 and all subsequent amendments and the Wales Pre-School Providers Association Policies and Procedures. ‘Working together to Safeguard Children (2018) and ‘What to do if you’re worried a child is being abused.’

Signed: Angela Jones (Initially) (Responsible Individual)

Date: November 2022

Re-signed: June 2023 Wendi Terry (New Responsible Individual)

Review date: November 2023

Advanced Child Protection Training – Happitots and Tinytots	
Name	Date
Anna Wygold	
Helen Lewis	
Jade Winter	
Louise Simister	
Margo Roberts	
Sabrina Pinchera	
Paige Dixon	

