

## **SGCPA SAFEGUARDING POLICY**

The purpose of SGCPA Safeguarding Policy is to establish our responsibilities with regard to children's safety and welfare. We recognise it is our moral and statutory responsibility to safeguard and promote the welfare of all children. Everyone has a responsibility for safeguarding. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Our core safeguarding principles:

Our responsibility to take all reasonable steps to safeguard and protect the rights, health and well-being of all children who are in our care.

All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm in accordance with this policy.

The policy will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an earlier review date.

All children and staff involved in safeguarding issues will receive appropriate support from the manager of the setting who will follow the procedures set out in this policy.

The Children Act 1989 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation.

This policy seeks to promote effective multi-agency working in the light of the Children Act 2004 and 2006 and Working Together to Safeguard Children 2013.

We will ensure every staff member and governing body or committee members know the name of the Safeguarding and Child Protection designated person.

### **Key Personnel**

The Designated Safeguarding and Child Protection person in this setting is:

Name: Cadella Patterson Job title: SGCPA Playground Manager Contact details: 020 7737 3829  
Sladeadventure@btinternet.com

The Committee Member responsible for safeguarding in this setting is:

Name: Janis Marsh

### **THE PROCEDURE**

To meet and maintain our responsibilities towards children, SGCPA agrees to the following standards of good practice:

- To treat all children with respect.
- To be a good listener

- To ensure staff are positive role models to children and other members of the team and never engage in rough physical or sexually provocative games.
- To maintain appropriate standards of conversation and interaction with and between children and avoid the use of sexualised or derogatory language.
- To be alert to changes in a child's behaviour.
- To recognise that challenging behaviour may be an indicator of abuse.
- To raise awareness of safeguarding issues and equip children with the skills they need to keep themselves safe.
- To involve children in decision-making which affects them (taking into account their age and stage of development).
- To ask the child's permission before doing anything for them this is of a physical nature, such as assisting with dressing or administering first aid.
- To read and understand all of the setting's safeguarding and guidance documents on wider safeguarding issues, for example, physical intervention and information-sharing.
- To be aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and or abuse.
- Responding to specific safeguarding concerns about a child at risk of significant harm

#### Taking action:

- Report any concerns we have to the Designated Safeguarding and Child Protection person or deputy immediately.
- If the Designated Safeguarding and Child Protection person is not available, ensure the information is shared with the most senior person in the setting that day and ensure action is taken to report the concern to children's social care.
- Inform the parent/carer about what has been observed, so long as it does not put the child at increased risk. We will also ask the child if he/she is old enough, and note what they tell us and how they behave.
- If we decide not to discuss our concerns with the child's parents we will record this and the reason why we made that judgement.
- Take action to obtain urgent medical attention for the child, if required.
- Record what we have heard or seen, what has been said, and what we did. We will use a body map, but will not take photographs.
- Keep the notes taken at the time, without amendments, omissions or addition, whatever subsequent reports may be written (dated and signed on each page).
- If the Designated Safeguarding and Child Protection person has any reason to believe that a child is subject to either physical, emotional, sexual abuse or neglect, he/she will immediately report these concerns to the Lambeth LSCB on

#### Telephone Number(s):

Professionals' Line 020 7926 3100 Public Line 0207 926 5555 (24 hours)

Email: [dutymanager@lambeth.gov.uk](mailto:dutymanager@lambeth.gov.uk)

However, if we are seriously concerned about a child's immediate safety, we will dial 999. The setting will keep records of all decisions or actions agreed in discussion with LSCB.

## **Use of mobile phones**

Mobile phones have a place in settings, especially those without a landline, and on outings. They are often the only means of contact available in settings and can be helpful in ensuring children are kept safe.

To safeguard children we will:

- Only use mobile phones appropriately, and ensure staff have a clear understanding of what constitutes misuse and know how to minimise the risk.
- Ensure the use of a mobile phone does not detract from the quality of supervision and care of children.
- Ensure staff is vigilant and alert to any potential warning signs of the misuse of mobile phones.
- Ensure staff are responsible for their own behaviour regarding the use of mobile phones and should avoid putting themselves into compromising situations, which could be misinterpreted and lead to potential allegations.
- Ensure the use of mobile phones on outings is included as part of the risk assessment, for example, how to keep personal numbers that may be stored on the phone safe and confidential. Work mobiles

To safeguard children we will ensure that the work mobile:

- Is only used by allocated people.
- Is protected with a password and clearly labelled.
- Is stored securely when not in use.
- Is not used in areas such as toilets, changing rooms, nappy changing areas and sleep areas.
- If used for taking photographs, the images are deleted regularly and written parent/carer permission obtained.

If you have a concern about a colleague

All staff have a duty to disclose any concerns they have about the conduct of other staff or adults in contact with children. An allegation of child abuse made against a member of staff (within the work environment or outside of work) or other adult in contact with children in the setting may come from a parent, another member of staff or from a child's disclosure.

We will:

Treat the matter seriously.

Avoid asking leading questions.

Keep an open mind.

Make a written record of the information that includes: when the alleged incident took place (time and date), who was present, and what was said to have happened.

Sign and date the written record.

Report the matter immediately to the Designated Safeguarding and Child Protection person, or named deputy, where the designated person is the subject of an allegation.

Contact LSCB for advice and further guidance, who will contact The Local Authority Designated Officer (LADO).

Follow the settings disciplinary procedure.

Due to the serious nature of the concerns, staff may be suspended until a full investigation has taken place. The setting will support and treat with respect the member of staff whilst suspended.

Await the outcome of the investigation before taking further disciplinary action.

Ensure, if it appears from the results of the investigation that the allegations are justified, that disciplinary action will follow, taking legal advice where necessary .

Where it seems likely that 'on balance of probabilities' abuse may have taken place, be able in law to dismiss the individual and refer them to The Disclosure and Barring Service (DBS).

If the result of the investigation is that it was a false allegation, give the individual appropriate support. Support for those involved in a child protection issue Child neglect and abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.

We will support the children, their families and staff by:

Taking all suspicions and disclosures seriously.

Responding sympathetically to any request from a member of staff for time out to deal with distress or anxiety. Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies.

Storing records securely.

Offering details of help lines, counselling or other avenues of external support.

Following the procedures laid down in our whistle blowing, complaints and disciplinary procedures.

Cooperating fully with relevant statutory agencies.

The Committee Member responsible for safeguarding will meet with the Designated Officer once a quarter to check records are stored correctly, and are up to date.