

This policy applies to all staff, including senior managers and the board of directors, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Bright Beginnings.

## **Safeguarding is Everyone's Responsibility**

Under the Children Act 2004 All of us who come in to contact with children and families in our everyday work, including workers who do not have a specific role in relation to safeguarding children, have a duty to safeguard and protect children.

The purpose of this policy is to protect children and young people who access Bright Beginnings Childcare Centre services. This includes the children of Centre staff who use our service.

Bright Beginnings believes that a child or young person should never experience abuse of any kind. We have a responsibility and duty of care to promote the welfare of all children and young people and keep them safe and protected from harm. We are committed to practice in ways that protect them.

## **We recognise:**

- The welfare of children is paramount, as enshrined in the Children's Act 1989
- All children, regardless of age, disability gender, racial heritage, religious belief, sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experience, levels of dependency, communication need or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## **Adults within the Centre will:**

- Always listen to children, protecting them from maltreatment and act on concerns; they may be the first person a child confides in or first to identify a concern
- Promote children's good health and development
- Create an environment which encourages children to develop a positive self-image.
- Work to enable children to have optimum life chances and to enter adulthood successfully.

- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development.
- Provide a secure environment where all children are cared for and flourish.

Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the Acting Centre Manager and Safeguarding Lead Gillian Marsden at the earliest opportunity. Should there be an issue that, for any reason, could not be raised within the Centre team Linda Mortimer-Pine should be contacted. Linda is the designated member of the board of directors responsible for supporting the Centre in this respect. T: 0113 34 34912 / E: [l.mortimer-pine@adm.leeds.ac.uk](mailto:l.mortimer-pine@adm.leeds.ac.uk) Named Safeguarding Contact Posters are displayed in play areas and the staff room, should a staff member require the contact details to raise a concern.

## The legal framework for this policy is based on:

- The Statutory Framework for the Early Years Foundation Stage (EYFS 2017)
- 1989 and 2004 Children's Act
- Safeguarding Vulnerable Groups Act (2006)

We also have regard to 'Working Together to Safeguard Children' 2015 guidance and the West Yorkshire Consortium Procedures.

This policy should also be read in conjunction with the Centre's Mobile Phone, Camera and Social Media Policy.

## Procedures for Safeguarding and Protecting Children

Adults within the Centre may be the first people to identify a concern. Should a member of staff raise a concern they must:

- Share their concern with their supervisor and the Safeguarding Lead.
- The Safeguarding Lead will decide the best course of action which may include notifying external agencies.
- Make a record of their concern and conversation in note form to be placed in the Safeguarding file.
- Speak to parents, unless doing so would be deemed to put the child at increased risk of harm.
- Work with the child, family, and outside agencies where appropriate to achieve the best outcomes for the child.

- Maintain accurate records which are securely stored on site.

## Allegations against a member of staff

Should an allegation be made against an adult working in the Centre, this will be reported to the Safeguarding lead person who will notify the Local Area Designated Officer, LADO, within one working day. The staff member will be asked to leave the Centre without prejudice until the allegation has been investigated. (The investigation procedure set out in the Centre’s Whistleblowing Policy will be followed.)

Working Together 2015 states that the framework should be used in all cases where it is alleged a person works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates they pose a risk or harm to children.

## Referrals

Procedures will be followed as described in the:

- Early Years Foundation Stage 2017 following the Safeguarding and Welfare Requirements
- Leeds Safeguarding Children Partnership (LSCP) Guidance (England)

Flow charts for referral detailing the procedure implementation around referring a child are displayed throughout the Centre. Staff have access to a wide range of literature and information, accessing regular ongoing training to ensure they remain updated and confident in the management of Safeguarding.

<b>This Policy was adopted on</b>	23 <sup>rd</sup> May 2018
<b>Signed on behalf of the Centre</b>	Angela Hynes
<b>Date for review</b>	23 <sup>rd</sup> May 2019