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| Document Reference and Title | **DTCH-P-01.2****Safeguarding children, Young People** **and Vulnerable Adults Policy** |
| Document Type | **Policy** |
| Revision History | **H** | **March 2024** | **Dottie Tots Leadership and Management Team** |
| **I** | **April 2025** | **Dottie Tots Leadership and Management Team** |
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**Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

**Safeguarding**

Safeguarding, and promoting the welfare of children, is a broader term than child protection. It encompasses protecting children from maltreatment, preventing impairment of children's health or development, and ensures children grow up in safe circumstances.

**Child Protection**

Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or likely to suffer, significant harm.

**Our Designated Person/Lead for Safeguarding is:** The Setting Manager

The designated lead for safeguarding is responsible for carrying out child, young person, or adult protection procedures. The designated person reports to our designated officer, who is responsible for overseeing all child, young person or adult protection matters.

**Our Designated Officer is:** Sarah Harvey

**Policy statement**

Our nursery school will work with children, parents and the community to ensure the rights and safety of children, young people\* and vulnerable adults. Our Safeguarding Policy is based on the three key commitments of the Early Years Alliance Safeguarding Children Policy.

**Procedures**

We carry out the following procedures to ensure that we meet the three key commitments of the Early Years Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

**Key Commitment 1**

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

* We have a ‘designated person’, sometimes known as the designated lead for safeguarding, who is responsible for carrying out child, young person, or adult protection procedures. This person is: The setting manager
* The designated person reports to the designated officer responsible for overseeing all child, young person or adult protection matters. This person is: Sarah Harvey
* When the setting is open but the designated person is not on site, a suitably trained deputy is available at all times for staff to discuss safeguarding concerns. In addition the designated person and/or the designated officer will be contactable by telephone at all times.
* The designated person and the designated officer ensure they have links with statutory and voluntary organisations regarding safeguarding children.
* The designated person and the designated officer ensure they have received appropriate training on child protection matters and that all staff are adequately informed and trained to recognise possible child abuse in the categories of physical, emotional and sexual abuse and neglect.
* The designated person and the designated officer ensure all staff are aware of the additional vulnerabilities that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture and that these receive full consideration in child, young person or adult protection related matters.
* The designated person and the designated officer ensure that staff are aware and receive training in social factors affecting children’s vulnerability including:

 social exclusion

 domestic violence and controlling or coercive behaviour

 mental Illness

 drug and alcohol abuse (substance misuse)

 parental learning disability

 radicalisation

* The designated person and the designated officer ensure that staff are aware and receive training in other ways that children may suffer significant harm and stay up to date with relevant contextual safeguarding matters:

 abuse of disabled children

fabricated or induced illness

 child abuse linked to spirit possession

 sexually exploited children

 children who are trafficked and/or exploited

 female genital mutilation

 extra-familial abuse and threats

 children involved in violent offending, with gangs and county lines.

* The designated person and the designated officer ensure they are adequately informed in vulnerable adult protection matters.
* Staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
* All staff understand that safeguarding is their responsibility.
* All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
* All staff understand the principles of early help (as defined in Working Together to Safeguard Children, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
* The designated lead and designated officer understand Surrey Safeguarding Children Partnership (SSCP) thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the SSCP.
* The designated lead and designated officer understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and Surrey Safeguarding Children Partnership (SSCP) requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
* We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
* We will share information lawfully with the SSCP and other agencies where there are safeguarding concerns.
* We will be transparent about how we lawfully process data.
* All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
* All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of all electronic devices with imaging and sharing capabilities), whistle blowing and dignity at work.
* Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
* All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
* Adequate and appropriate staffing resources are provided to meet the needs of children.
* Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
* Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
* Volunteers must:
* be aged 17 or over;
* be considered competent and responsible;
* receive a robust induction and regular supervisory meetings;
* be familiar with all the settings policies and procedures;
* be fully checked for suitability if they are to have unsupervised access to the children at any time.
* Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
* the criminal records disclosure reference number;
* certificate of good conduct or equivalent where a UK DBS check is not appropriate;
* the date the disclosure was obtained; and
* details of who obtained it.
* All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
* From 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are ***not*** required to notify their line manager if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.
* Staff have regular supervision meetings, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
* In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour outlined in the employee handbook.
* We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
* Procedures are in place to record the details of visitors to the setting.
* Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
* Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child. Staff do not use personal cameras or filming equipment to record images.
* Personal mobile phones are not used where children are present.
* Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
* The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
* We keep a written record of all complaints and concerns including details of how they were responded to.
* We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
* The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
* The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children’s social care, or where appropriate, the LADO, Ofsted or RIDDOR.

**Key Commitment 2**

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you’re worried a child is being abused' (HMG, 2015) and the Care Act 2014.

Responding to suspicions of abuse

* We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
* We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
* When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
* significant changes in their behaviour;
* deterioration in their general well-being;
* their comments which may give cause for concern, or the things they say (direct or indirect

disclosure);

* changes in their appearance, their behaviour, or their play;
* unexplained bruising, marks or signs of possible abuse or neglect; and
* any reason to suspect neglect or abuse outside the setting.
* We understand how to identify children who may be in need of early help and how to access services for them.
* We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children’s social work services.
* We understand that we should refer any child who may be at risk of significant harm to local authority children’s social work services.
* We are aware of the ‘hidden harm’ agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent’s learning disability.
* We are aware that children’s vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children’s social care team.
* We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child’s parent to seek an explanation for the child’s absence and be assured that the child is safe and well. If no contact is made with the child’s parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and Surrey Safeguarding Children Partnership (SSCP) procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
* We are aware of other factors that affect children’s vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
* In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and Surrey Safeguarding Children Partnership (SSCP) procedures on responding to radicalisation.
* The designated person completes online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
* We are aware of the mandatory duty that applies to teachers and health workers to report cases of Female Genital Mutilation to the police. We are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
* We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
* If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children’s social work service and/or police.
* We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
* Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection and child in need concerns and follow the local procedures as published by the Surrey Safeguarding Children Partnership (SSCP).
* Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated person. The information is stored on the child's personal file.
* In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
* We refer concerns to the local authority children’s social care team and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Surrey Safeguarding Children Partnership (SSCP).
* We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
* We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person’s refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
* All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
* All staff know that they can contact the NSPCC whistleblowing helpline if they feel that or organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
* We have a whistleblowing policy in place.
* Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.

**Recording suspicions of abuse and disclosures**

* Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
* listens to the child, offers reassurance and gives assurance that she or he will take action;
* does not question the child, although it is OK to ask questions for the purposes of clarification;
* makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
* These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
* The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and within one working day.
* Where the Surrey Safeguarding Children Partnership (SSCP) procedures stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Surrey Safeguarding Children Partnership (SSCP).

**Making a referral to the local authority children's social care team**

In all cases it is vital to take every action which is needed to safeguard the child, children and young person(s).  *Immediate* action may be necessary in the following situations;

* If emergency medical attention is required, phone the emergency services or take the child/ young person to the nearest Accident and Emergency department.
* If the child or young person is in immediate danger the police should be contacted by calling 999.

* Any suspicion, allegation or disclosure of abuse or harm must be reported immediately or as soon as practicably possible on the day of the occurrence to your Designated Safeguarding Lead.
* Disclosure or evidence for concern may occur in a number of ways including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.
* The Designated Safeguarding Lead must record the concern, with the staff member or volunteer using the appropriate Reporting Form. The Designated Safeguarding Lead is responsible for ensuring that a copy of the Incident Report or Request for Support referral form is immediately passed onto the most senior person responsible for safeguarding or Surrey Children’s Services, C-SPA, details below. This form must be kept strictly confidential and stored securely.
* It is the responsibility of the Designated Safeguarding Lead or in their absence the Designated Safeguarding Officer who has overall responsibility for safeguarding to deal with safeguarding matters. If further referral is necessary, it will either be through Surrey Safeguarding Children Partnership/ Surrey Children’s services or the Police.

* The Designated Safeguarding Officer will be responsible for informing the employee who reported the disclosure of any action taken and any outcome if this is appropriate.

* It is also the responsibility of the Designated Safeguarding Officer to ensure any partner agencies involved with the young person are made aware of the disclosure and the action taken where relevant and where information sharing guidance permits this.

* It is important to remember that often only when information held by a number of workers is put together, that a picture of child abuse emerges. All staff & volunteers must adhere to the information sharing protocol published by HM Government, adopted by the Children’s Trust and endorsed by SSCP. Details can be found here; [Information sharing: advice for practitioners (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf). In addition to this, whilst respecting cultural differences, the basic requirements for children is that they are kept safe across social, ethnic and cultural boundaries.
* **Children’s Single Point of Access** (C-SPA), a front door to Surrey County Council services for children, provides residents and people who work with children in Surrey with direct information, advice and guidance about where and how to find the appropriate support for children and families.  C-SPA is available **9am-5pm, Monday – Friday**

**Phone: 0300 470 9100**

**Email:** **cspa@surreycc.gov.uk**

Below is a flowchart to illustrate how requests for support are made

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* **Emergency Duty Team** (EDT), provides an emergency social care service for urgent situations which are out of normal office hours.  If your call is not answered, please do leave a message and your contact details for someone to get back to you.

      EDT is available **5pm-9am, Monday – Friday, Weekends 24 hours a day.** **Phone: 01483 517898**

 **Email:** **edt.ssd@surreycc.gov.uk**

**Escalation process**

* If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the Surrey Safeguarding Children Partnership (SSCP) escalation process.
* We will ensure that staff are aware of how to escalate concerns.
* We will follow local procedures published by safeguarding partners to resolve professional disputes.

**Informing parents**

* Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk, or interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.
* Parents are informed when we make a record of concerns in their child’s file and that we also make a note of any discussion we have with them regarding a concern.
* If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Surrey Safeguarding Children Partnership (SSCP) does not allow this, for example, where it is believed that the child may be placed at risk.
* This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.
* If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should seek advice from children’s social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

**Liaison with other agencies and multi-agency working**

* We work within the Surrey Safeguarding Children Partnership (SSCP) guidelines.
* The current version of ‘What to do if you’re worried a child is being abused’ is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
* We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
* We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
* Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

**Allegations against staff and persons in a position of trust**

* We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
* We ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
* We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
* We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
* inappropriate sexual comments;
* excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
* We will recognise and respond to allegations that a person who 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
	+ behaved towards a child or children in a way that indicates they may pose a risk of harm to children
* We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.
* We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
* We refer any such complaint immediately to a senior manager within the organisation and the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice:
* **Duty LADO – 0300123 1650 or email: LADO@surreycc.gov.uk**
* We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
* We co-operate entirely with any investigation carried out by children’s social care in conjunction with the police.
* Where the management team and children’s social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

**Disciplinary action**

* Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

**Key Commitment 3**

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

**Training**

* Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.
* Sarah Harvey and the managers receive appropriate training and refresh their knowledge and skills at least annually.
* We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
* We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

**Planning**

* The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

**Curriculum**

* We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
* We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
* We ensure that this is carried out in a way that is developmentally appropriate for the children.

**Confidentiality**

* All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Surrey Safeguarding Children Partnership (SSCP) and in line with the GDPR, Data Protection Act 2018, and Working Together to Safeguard Children 2023.

**Support to families**

* We believe in building trusting and supportive relationships with families, staff and volunteers.
* We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children’s social care team.
* We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
* We follow the Child Protection Plan as set by the child’s social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
* We will engage with any child in need plan or early help plan as agreed.
* Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure, and only if appropriate under the guidance of the Surrey Safeguarding Children Partnership (SSCP).

**Contact Numbers and website links**

* **Children’s Single Point of Access** (C-SPA), a front door to Surrey County Council services for children, provides residents and people who work with children in Surrey with direct information, advice and guidance about where and how to find the appropriate support for children and families.  C-SPA is available **9am-5pm, Monday – Friday**

**Phone: 0300 470 9100**

**Email:** **cspa@surreycc.gov.uk**

* **Emergency Duty Team** (EDT), provides an emergency social care service for urgent situations which are out of normal office hours.  If your call is not answered, please do leave a message and your contact details for someone to get back to you.

      EDT is available **5pm-9am, Monday – Friday, Weekends 24 hours a day.** **Phone: 01483 517898**

 **Email:** **edt.ssd@surreycc.gov.uk**

* The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children, please contact the LADO on 0300 123 1650 Email: **LADO@surreycc.gov.uk**

* Ofsted: 0300 123 1231
* NSPCC Helpline: 0808 800 5000
* Childline 0800 1111
* Women’s Aid: 0808 2000247
* Dial 999 in an emergency
* counter.extremism@education.gsi.gov.uk
* https://surreyscp.org.uk/

**Legal framework**

* Primary legislation
* Children Act (1989 s47)
* Protection of Children Act (1999)
* The Children Act (2004 s11)
* Children and Social Work Act 2017
* Safeguarding Vulnerable Groups Act (2006)
* Childcare Act (2006)
* Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018
* Keeping Children Safe in Education 2023
* Secondary legislation
* Sexual Offences Act (2003)
* Criminal Justice and Court Services Act (2000)
* Equality Act (2010)
* General Data Protection Regulations (GDPR) (2018)
* Childcare (Disqualification) Regulations (2009)
* Children and Families Act (2014)
* Care Act (2014)
* Serious Crime Act (2015)
* Counter-Terrorism and Security Act (2015)

**Further guidance**

* Working Together to Safeguard Children (HMG, 2023)
* What to do if you’re Worried a Child is Being Abused (HMG, 2015)
* Framework for the Assessment of Children in Need and their Families (DoH 2000)
* The Common Assessment Framework for Children and Young People: A Guide for Practitioners
* (CWDC 2010)
* Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
* Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
* Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE 2018)
* Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
* Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
* Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)
* Safeguarding Children (EYA)
* Safeguarding through Effective Supervision (EYA)
* The New Early Years Employee Handbook (EYA)
* People Management in the Early Years (EYA)

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\*A ‘young person’ is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent.

**Signatures**

**DTCH-P-01.2**

**Safeguarding children, Young People and Vulnerable Adults Policy**

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

*By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy*

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| **Name** | **Position**  | **Signature** | **Date** |
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Policy to be reviewed as necessary or annually at a minimum.

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| Document Reference and Title | **DTCH-P-01.4****Failing to Collect a Child Policy** |
| Document Type | **Policy** |
| Revision History | **H** | **April 2024** | **Dottie Tots Leadership and Management** **Team** |
| **I**  | **April 2025** | **Dottie Tots Leadership and Management** **Team** |
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**Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

**Policy Statement**

In the event that a child is not collected by an authorised adult at the end of a session/day, we will put into practice agreed procedures. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. These procedures ensure the child is cared for safely by an experienced and member of staff who is known to the child.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

**Procedures**

Parents of children starting at Dottie Tots are asked to provide the following specific information which is recorded on our Registration Form:

* Home address and telephone number - if the parents do not have a telephone, an alternative number must be given.
* Work telephone number (if applicable).
* Mobile telephone number (if applicable).
* Names and telephone numbers of adults who are to act as emergency contact and authorised by the parents to collect their child from our setting, for example a childminder, friend or grandparent.
* Who has parental responsibility for the child.
* Information about any person who does not have legal access to the child.

**Parents are requested to abide by the following;**

* On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing via email or verbally give details of how they may be contacted.
* On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with written or verbal details of the name, address and telephone number of the person who will be collecting their child. We have forms available for parents to complete when this is known in advance. We agree with parents how to verify the identity of the person who is to collect their child, this is usually by an agreed password. We will not allow any child to be collected by persons unknown to us or whom we have not been given written or verbal consent for them to collect, if known to us.
* Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone numbers.

**In the event of a child not being collected at the end of the session/day, we follow the following procedures:**

* The child’s file and register is checked for any information about changes to the normal collection routines.
* If no information is available, parents/carers are contacted at home, or at work.
* If this is unsuccessful, the adult/s who are authorised by the parent to collect their child from the setting and whose telephone numbers are recorded on the Registration Form are contacted.
* All reasonable attempts are made to contact the parents or nominated emergency persons.
* The child does not leave the premises with anyone other than those named on the Registration Form or additional information stored in their file.

**If no authorised adult collects the child after one hour of the setting closing at the end of the day and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children which is;**

* If no-one collects the child within one hour of their expected collection time and there is no named contact who can be contacted to collect the child, we will apply the procedures for uncollected children.
* If we have any cause to believe the child has been abandoned we will contact the local authority children’s social care team:
* If the children’s social care team is unavailable [or as our local authority advise] we will contact the local police
* After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again.
* We will contact our local authority children’s social services care team:

**Children’s Single Point of Access** (C-SPA), a front door to Surrey County Council services for children, provides residents and people who work with children in Surrey with direct information, advice and guidance about where and how to find the appropriate support for children and families.  C-SPA is available **9am-5pm, Monday – Friday**

**Phone: 0300 470 9100**

**Email:** **cspa@surreycc.gov.uk**

**Emergency Duty Team** (EDT), provides an emergency social care service for urgent situations which are out of normal office hours.  If your call is not answered, please do leave a message and your contact details for someone to get back to you.

      EDT is available **5pm-9am, Monday – Friday, Weekends 24 hours a day.** **Phone: 01483 517898**

**Email:** **edt.ssd@surreycc.gov.uk**

* The child stays at the setting in the care of two of our fully-vetted workers, one of whom will be our manager or deputy manager until the child is safely collected either by the parents or by a social care worker, or by another person specified by social care.
* Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
* Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
* A full written report of the incident is recorded in the child’s file.
* Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
* Ofsted may be informed on 03001231231

**Signatures**

**DTCH-P-01.4**

**Failing to Collect a Child Policy**

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

*By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy*

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Policy to be reviewed as necessary or annually at a minimum.

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| Document Reference and Title | **DTCH-P-01.7****Whistleblowing Policy** |
| Document Type | **Policy** |
| Revision History | **H** | **April 2024** | **Dottie Tots Leadership and Management** **Team** |
| **I** | **April 2025** | **Dottie Tots Leadership and Management** **Team** |
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**Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

**Policy Statement**

Dottie Tots is committed to maintaining the highest possible standards of openness, reflective practice and accountability. In line with this commitment we expect all staff, and other professionals that we work with, who have serious concerns about any aspect of our settings' work to come forward and voice those concerns. We expect our staff and professionals associated with our setting to conduct themselves in a professional manner at all times.

**Introduction**

Whistleblowing encourages and enables staff to raise serious concerns within the setting rather than overlooking a problem or ‘blowing the whistle’ outside. Employees are often first to realise that there is something seriously wrong with another colleague or aspect of the setting. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the setting. Staff may also fear harassment or victimisation.

This policy is intended to encourage all staff and professionals associated with our setting to report suspected or actual occurrence (s) of illegal, unethical or inappropriate events, behaviours or practices **without retribution.** It is recognised that most cases will have to proceed on a confidential basis.

**Procedure**

At the earliest opportunity the whistle blower should promptly report the suspected or actual event to the Designated Safeguarding Lead – the Setting Manager. In their absence, they should report to the Deputy Manager, who is the Deputy Designated Safeguarding Lead, where it is not possible to report to the Setting Manager. In the event of a concern being raised against the Setting Manager the whistle blower must report directly to the Local Authority Designated Officer (LADO).

For Dottie Tots **CHURT** - The details for the Surrey LADO is as follows: To contact the Duty LADO please call 0300 123 1650 (option 3) or email LADO@surreycc.gov.uk

Anyone can call the NSPCC Whistleblowing Advice Line, which is available from 8am – 8pm Monday to Friday and 9am – 6pm at the weekend on: 0800 028 0285. They are also available via email at any time: help@NSPCC.org.uk

**Signatures**

**DTCH-P-01.7**

**Whistleblowing Policy**

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

*By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy*

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Policy to be reviewed as necessary or annually at a minimum.