

Safeguarding & Child Protection Policy & Procedure

To be read in conjunction with: Prevent duty Policy & Procedure

Throughout this policy and procedure, we refer to Care Inspectorate Wales as CIW.

It is the policy of Wenvoe Playgroup CIO to make children's safety, wellbeing, and protection our highest priority whilst in our care.

We do this by:

- Recognising that it is our legal duty to refer all allegations of child abuse appropriately and without delay.
- 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."
- Working in line with the All-Wales Child Protection Procedures 2008
- Having regard for the Safeguarding Children: Working Together Under the Children Act 2004
- Developing a professional link with the child protection co-ordinator in the *Vale of Glamorgan* and the Local Safeguarding Children's Board (LSCB).
- Ensuring that all who use and work in *Wenvoe Playgroup CIO* know that child protection & safeguarding children is the responsibility of everyone.
- Operating a clear and thorough recruitment policy and procedure for staff and volunteers which includes maintaining current enhanced DBS Checks and checks on fitness references, in addition to qualifications in line with relevant day care regulations.
- Being aware of The Protection of Children Act 1999: A practical guide to the Act for all organisations working with children (which relates to the Government's aim of establishing a framework of a coherent cross-sector scheme for identifying those people considered to be unsuitable to work with children).
- Designating the Responsible Individual/ Person in Charge who will act on behalf of *Wenvoe Playgroup CIO* in any child protection & safeguarding matters, including, making sure that appropriate training and information is available and accessible to all staff, students, visitors, and volunteers.
- Ensuring staff are trained in child protection & safeguarding procedures,

- Ensuring staff are aware of 'Prevent' and our Prevent duty policy & procedure, ensuring staff attend training to recognise signs of abuse.
- Maintaining appropriate staff:child ratios for the supervision of children that are in line with or exceed regulatory requirements.
- Operating and keeping an up-to-date risk assessment of all activity within *Wenvoe Playgroup CIO* and ensuring adequate insurance cover is provided.
- Informing all parents/carers of the policy and procedures (including relevant contact numbers) as each family starts to use *Wenvoe Playgroup CIO*
- Operating effective policies for the arrival and collection of children, outings, behaviour management, inclusive practice, and the use of electronic equipment in the workplace.
- Reporting, recording, and monitoring any injuries sustained by a child (while away from, or in our care) and/or changes in a child's behaviour; taking action when appropriate (parents will normally be the first point of contact, unless it is deemed that this would place the child at risk).
- Responding promptly and appropriately to any suspicion of abuse.
- Gain access to the Village Hall CCTV (monitoring the outside premises) for any child protection and safeguarding concerns.

The local authority (social services duty social worker) is the prime authority for dealing with child protection investigations although concerns may be reported to a police officer or an officer of the National Society for the Prevention of Cruelty to Children (NSPCC).

There are two types of disclosure:

1. A disclosure about a child.
2. A disclosure about professional abuse.

1. Action to be taken in the event of a disclosure about a child:

In the event of a member of staff having a concern/suspicion that a child has suffered abuse/neglect or if someone tells them that they or another child or young person is being abused/suffering neglect:

The member of staff acts without delay and (as is appropriate to the age/stage of the individual child):

- Listens, showing that they have heard what they are being told and that they take the allegations seriously.
- Does not prompt or ask leading questions.
- Does not ask the child to tell their story more than once.
- Explains what actions they must take (using agreed procedures).
- Does not promise to keep what they have been told a secret or confidential, but explains that they will share information only on a 'need to know' basis.

Wenvoe Playgroup CIO takes seriously its responsibility to disclose information to the relevant people/organisations and reporting concerns is not seen as a betrayal of trust to the person/child making the disclosure.

The member of staff:

- Writes down, using the exact words, what they have been told. This is done immediately.
- Makes a note of the date, time, place, and people present in the discussion.
- Does not confront the alleged abuser.
- Reports the concerns to the Responsible Individual/Person In Charge as soon as possible, however, without delay.

The Responsible Individual/Person in Charge

- Reports the concerns immediately to the intake and assessment team duty officer of the local social services.
- Informs CIW that a report has been made and that procedures are being followed.

2. Action to be taken in the event of a disclosure about professional abuse:

If the behaviour of a colleague, adult (including volunteers and members of the public) towards children or young people causes concern:

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to child protection concerns (including cases involving abuse of trust). While the former may be handled through disciplinary procedures or other avenues, child protection concerns should always be dealt with through local child protection procedures in line with this guidance.

- The procedure above (in **1. Action to be taken in the event of a disclosure about a child**) is implemented (adapted to who is making the disclosure).
- The Responsible Individual/Person in Charge considers the options for removal/suspension without prejudice from duty, of the member of staff/volunteer, pending decisions made at the strategy discussion.
- Contact Social Services
- The Responsible Individual/Person in Charge informs CIW of any allegations of serious harm to a child committed by any person looking after children in *Wenvoe Playgroup CIO* or by any person living, working, or employed on the premises, or any abuse alleged to have taken place on the premises (within 24 hours).
- The member of staff/volunteer is informed and written records of discussions and decisions are made in line with the staff disciplinary policy and procedure
- Failure by a member of staff to report suspected abuse will result in disciplinary action being taken.

Making the report

- The report is made to social services as soon as a problem, suspicion or concern about a child becomes apparent, and at least **within 24 hours**.
- Outside office hours, reports 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 by Wenvoe Playgroup CIO's referrer, (using the form agreed with the LA child protection co-ordinator).

- The nature of the concerns
- How and why those concerns have arisen.
- The full name, address, and date of birth (or age) of the child.
- The names, addresses and dates of birth/ages of family members, along with any other names which they use or are known by.
- The names and relationship of all those with parental responsibility (where known).
- 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 school and GP.
- Any information held on the child's developmental needs and his/her parents'/carers' ability to respond to these needs within the context of the wider family environment.
- Any information affecting the safety of staff.

The *Responsible Individual/Person in Charge* has responsibility to ensure that child protection concerns are taken seriously and followed through, remaining accountable for their role throughout the child protection process.

If they remain concerned about a child, they will make representations to the intake and assessment team duty officer of social services.

Record Keeping

- *Wenvoe Playgroup CIO* keeps accurate, concise, and clear records in straightforward language to underpin good child protection practice.
- *Wenvoe Playgroup CIO's* arrangements for retention, storage, and destruction of electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 1998) and requirements made by the Information Commissioner's Office (01625 545740 or visit www.ico.gov.uk).
- Records kept by *Wenvoe Playgroup CIO* are shared on a need-to-know basis with social services departments.
- *Wenvoe Playgroup CIOs* child protection records:
 - Use clear, straightforward language.
 - Are signed, dated, and timed.
 - Are concise, legible and comply with professional standards and requirements.
 - Are accurate in fact and distinguish between fact, opinion, judgement, and hypothesis.
 - Are organised and include detailed recording and chronologies and summaries, including all contacts.
 - Are comprehensive.
 - Clearly record judgements made and actions and decisions taken.

- Clarify where decisions have been taken jointly across agencies, or endorsed by a manager.
 - Record both formal and informal supervision discussions.
 - Record directions given and agreements or disagreements made in consultation with supervisors or managers.
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- *Wenvoe Playgroup CIO's* representative attends any multi-agency discussion (this may be a meeting or via telephone) and provides reports as necessary and appropriate.
 - The strategy discussion considers risk associated with any allegation and should determine whether a member of staff will be suspended from duty without prejudice (*reference staff recruitment and employment, and whistle blowing policy*).
 - Decisions are recorded in writing.

Throughout a child protection investigation

Wenvoe Playgroup CIO will:

- Make every effort to build and maintain trusting and supportive relationships between families, staff, and volunteers.
- Do all it can to support and work with the child's family.
- Share any confidential records on a child with the child's parents, except in cases in which parents are implicated and evidence gives rise for concern.
- Keep in regular contact with Social Services and those supporting to record regular up-dates on how the investigation is progressing.

The following contact details are also kept within the group and updated as needed by the Responsible Individual/Person in Charge

Social Services Intake and Assessment Team: Address: The Vale of Glamorgan Docks Office Subway Road Barry CF63 4RT Contact number: 01446 725202 Emergency out of hours: 029 20788570 Referral: 01446 725205
Police: In an emergency: 999 For advice: 101

NSPCC: Unit 2, Treglawn Court, Dowlais Road, CARDIFF CF24 5LQ

Tel: 0808 800 5000 24 hours a day or www.nspcc.org.uk for advice

LSCB – Vale of Glamorgan (Local Safeguarding Children's Board)

Telephone: 01446 704298

Care Inspectorate Wales (CIW):

Address:

Government Buildings

Sarn Mynach

Llandudno Junction

LL31 9RZ

Contact number/s: **0300 7900 126**

Website: **careinspectorate.wales**

Email: **ciw@gov.wales**

This Safeguarding & Child Protection policy and procedure was passed for use in Wenvoe Playgroup CIO

Reviewed On: 14/11/25 (no known change)

By: *Sandra Morgan*

Position: RI/Person in Charge

Date of planned review: Annually or sooner if changes in practice