

## Safeguarding Children

Children and young people have a fundamental right to be protected from harm. KinderCastle fully recognises its responsibility to safeguard children and young people in their care. KinderCastle is a day care provider for children from birth to five years. We have registration for 63 children at one time.

Accordingly, KinderCastle has produced this statement of its policy on the matter of child protection. Our policy applies to all paid staff, volunteers and individuals working for the company, who have direct contact with children within our organisation.

Our policy supports the procedures set out by North Tyneside Local Safeguarding Children's Board (LSCB) and applies to all staff, volunteers and individuals who work for the company. The main elements to our policy include:

- Ensuring safe practice is implemented in relation to recruitment and checking the suitability of staff and volunteers to work with children
- Establishing a safe environment in which children can learn and develop
- Raising awareness of Safeguarding Children issues and equipping children with the skills needed to keep themselves safe
- Developing, implementing and reviewing procedures for identifying and reporting cases, or suspected cases, of abuse
- Supporting children who have been abused in accordance with his/her agreed Safeguarding Children plan

By following best practice guidelines on recruitment and selection, KinderCastle will ensure that the most suitable person for the post is appointed. The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them 'substantial, unsupervised access on a sustained or regular basis' to children must declare all previous convictions. In all cases where this requirement applies, and where there is any doubt as to the application of the requirements to a specific post i.e. the interpretation of 'significant', KinderCastle will ensure that an Enhanced Criminal Record Certificate is obtained from the Criminal Records Bureau prior to the member of staff commencing duties involving access to children. This will include any temporary support staff and volunteers.

We recognise that because of their day to day contact with children, KinderCastle staff may be well placed to observe the outward signs of abuse. Staff will therefore:

- Be informed of the provisions of this policy and the procedures that flow from it during their induction period
- Be encouraged to establish and maintain an environment where children feel

secure, able to talk freely, and listened to

- Where appropriate, include opportunities in the training and education of children to develop the skills they need to recognise and stay safe from abuse
- Receive appropriate support and training to underpin their work.

KinderCastle has developed and implemented Safeguarding Children procedures as suggested by North Tyneside Local Safeguarding Children's Board to ensure a speedy and effective response to concerns about the physical, sexual or emotional abuse of children or the neglect.

Although it is the responsibility of all to be alert of signs of actual or suspected abuse, the designated Safeguarding Children officers Helen Reay, Lucy Ellams and Vikki Karter should be informed of all concerns and implement the reporting of referral to the First Call Team in North Tyneside.

We undertake to work with and to follow the procedures set out by the Local Safeguarding Children Board, North Tyneside First Call Team and to take account of guidance issued by the Department for Education and Skills to:

- Maintain an environment where children feel secure, are encourage to talk and be listened to, by highlighting to children that there are adults whom they can approach if they are worried
- Include opportunities in the activities planned for children to develop the skills they need to recognise and stay safe from abuse
- Ensure we have designated people for child protection who have received appropriate training and support for the role, including the CAF process training
- Ensure every member of staff (including temporary and supply staff and volunteers) is aware of the designated people responsible for Safeguarding Children and understands their role
- Provide training to all staff and volunteers to ensure that they understand their responsibilities in being alert to the signs of abuse and responsibilities for referring any concerns to the designated people responsible for Safeguarding Children
- Ensure that parents/carers have an understanding of the responsibility placed on the organisation and staff for child protection, by issuing our Safeguarding Children policies and procedures through the parents and carers handbook.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding children matters including attendance at case conferences where necessary
- Use CAF to record concerns about children, even where there is no need to refer the matter immediately
- Ensure all records are kept securely: separate from the main business files and

in locked locations

- Follow procedures where an allegation is made against a member of staff or volunteer
- Ensure safe recruitment practices are always followed
- Promote an ethos which promotes a positive, supportive and secure environment and gives each individual a sense of being valued

This policy will be reviewed at regular intervals to ensure it reflects emerging good practice and legislative requirements.