

# **The Hollies Childcare Facility**

## **Safeguarding Policy**

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Registered Charity Number: 1196324

## Revision History

| Issue/Draft | Date                            | Comments or Reason for Change                                                |
|-------------|---------------------------------|------------------------------------------------------------------------------|
| Draft A     | 4 <sup>th</sup> June 2019       | Initial Release for Comment                                                  |
| Issue 1     | 6 <sup>th</sup> June 2019       | Amended and approved by management committee.                                |
| Issue 2     | 30 <sup>th</sup> April 2021     | Annual Document Review                                                       |
| Issue 3     | 10 <sup>th</sup> September 2021 | Amendments in line with CIW recommendations                                  |
| Issue 4     | 2 <sup>nd</sup> November 2021   | Amendment to include change of name of setting and Registered Charity Number |
| Issue 5     | 26 <sup>th</sup> September 2022 | Annual Document Review                                                       |
| Issue 6     | 18 <sup>th</sup> September 2023 | Annual Document Review                                                       |
| Issue 7     | 10 <sup>th</sup> September 2024 | Annual Document Review                                                       |
| Issue 8     | 12 <sup>th</sup> September 2025 | Annual Document Review                                                       |

## Acronyms and Abbreviations

| Acronym/Abbreviation | Definition                                                 |
|----------------------|------------------------------------------------------------|
| The Hollies          | The Hollies Childcare Facility                             |
| NSPCC                | National Society for the Prevention of Cruelty to Children |
| CIW                  | Care Inspectorate Wales                                    |

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## 1. Overview

Article 19 – UN Convention on the Rights of the Child states that:

“Children have the right to be protected from all forms of violence; they must be kept safe from harm. They must be given proper care from those looking after them.”

In Wales this is further underpinned by the Rights of Children and Young Persons (Wales) Measure 2011.

## 2. Our Responsibility

As an organisation working with children, The Hollies Childcare Facility has a responsibility to safeguard and promote children's welfare and protect them from harm. The child's welfare is always the paramount consideration and the protection of the child is The Hollies and the Registered Person's / Responsible Individual's first priority.

This policy has been developed in line with the

- Wales Safeguarding Procedures 2020 ( [www.awcpp.org.uk](http://www.awcpp.org.uk) )
- Safeguarding Children: Working Together under the Children Act 2004 (<http://wales.gov.uk/topics/childrenyoungpeople/publications/safeguardingunder2004/act/?lang=en> )
- Social Services and Wellbeing (Wales) Act 2014
- Counter Terrorism and Security Act 2015 – section 26

## 3. Role of the Local Authority

The Local Authority is the prime authority for dealing with safeguarding investigations, although concerns may be reported to a police officer or an officer of the NSPCC.

## 4. Role of the Management Committee

The Management Committee takes steps to protect children by:

- Maintaining a child-centred ethos in the setting.
- Having a robust staff and volunteer recruitment procedure (this includes maintaining current enhanced DBS disclosures, and where relevant, Independent Safeguarding Authority (ISA) checks, referring to <http://www.isa.homeoffice.gov.uk/> for up to date information and requirements) and checks on fitness references and qualifications in line with relevant day-care regulations.
- Having an awareness 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.

- Having robust procedures for staff, students, visitors and volunteers.
- Ensuring no student, volunteer, visitor is left unsupervised at any time, and that a record of their attendance – including dates and times – is kept.
- Ensuring all staff attend safeguarding training and they regularly review and update this training
- Adhering to guidelines as set out in the Wales Safeguarding Procedures app.
- Ensuring all staff are made aware of the Prevent Duty, including how to identify factors that can make people vulnerable to radicalization within 3 months of commencing employment.
- Under section 26 of the Counter Terrorism and Security Act 2015, the Hollies has due regard to the need to prevent people from being drawn into terrorism, known as the Prevent duty. (see our Prevent Policy). Any concerns of this nature must be referred to Counter Terrorism using the online referral form for Prevent at <https://digitalservices.south.wales.police.uk/en/all-wales-prevent-partners-referral-form/> If there are immediate concerns around an individual, then the police will need to be contacted via 999.
- Maintaining appropriate staff: children ratios for the supervision of children (in line with, or exceeding, regulatory requirements).
- Implementing and maintaining a current risk assessment of all activity in the Hollies and ensuring adequate insurance cover is provided.
- Designating a suitable Deputy Safeguarding Officer – Claire Malkin -who acts on behalf of the Hollies in any child protection matters.
- The designated Senior Person (DSP) for Safeguarding is Sarah Murray – Hollies Manager.
- Informing all parents/carers of the safeguarding policy and procedures (including relevant contact numbers) as each family starts to use The Hollies.

## 5. The procedure

There are two routes:

Route 1: A disclosure about a child

Route 2: A disclosure about professional abuse

**Route 1: In the event of a member of staff having a concern/suspicion that a child has suffered abuse/neglect or if someone tells a member of staff that they or another child or young person is being abused/suffering neglect or is at risk from radicalization.**

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

- Shows that they have heard what they are being told a
- and that they take the allegations seriously.
- Encourages the child to talk but does not prompt or ask leading questions.
- Avoids making the child tell their story several times to different people.
- 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.

The member of staff:

Writes down, using the exact words, what they have been told and/or seen - this is done without delay and within 24 hours

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 Registered Person/Responsible Individual and/or designated Safeguarding Officer or in their absence their line manager as soon as possible but without delay.  
The written record is passed to the designated Safeguarding Officer and kept safely and confidentially.

Under the Social Services and Wellbeing (Wales) Act 2014 The Setting's Registered Person/Responsible Individual/designated Safeguarding Officer has a duty to report the concerns immediately to the Duty Social Worker at the local office. – without delay

The Hollies is registered with CIW and an incident which is considered to breach Part 2 (child minding and day care for children) of the Children and families (Wales) Measure 2010, as amended by the Child Minding and Day Care (Wales) Order 2016, should also be reported to CIW.

**The need to seek advice should never delay any emergency action needed to protect a child.**

**Route 2: If the behaviour of a colleague, adult (including members of the public) towards children or young people causes concern:**

**In such circumstances, it is critical that suspicions/allegations of child abuse and/or neglect are investigated in strict confidence thus enabling information to be given freely and fully, to reduce any fears of victimisation and protect the rights of the suspected person.**

**It will also be necessary to consider what action should be taken with regard to other children whom the suspected person has ongoing or unsupervised contact. This must include:**

- **The person's own children and family**
- **Any community activities undertaken by that person in light of the suspicion/allegation of child abuse/neglect.**

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to safeguarding concerns (including cases involving abuse of trust). Whilst the former may be handled through disciplinary procedures or other avenues, safeguarding concerns should always be dealt with through local safeguarding procedures in line with this guidance and, in particular, the guidance contained in Chapter 8 (*Dealing with Individual Cases*). (*Safeguarding Children: Working Together to Safeguard Children under the Children Act 2004.12.3*)

- The procedure as above (Route 1) is implemented and adapted as appropriate to the person who is making the disclosure.
- The member of staff is informed and written records of discussions and decisions are made in line with the Staff Disciplinary Policy and Procedure
- The Hollies' Registered Person/Responsible Individual/Management Committee considers the options for removal/suspension without prejudice from duty of the member of staff pending decisions made at the Strategy Discussion (which is arranged by Social Services).
- The Registered Person/Responsible Individual informs CIW of any allegations of serious harm to a child committed by any person looking after children in The Hollies, or by any person living, working, or employed on the premises, or any abuse alleged to have taken place on the premises.

- If an allegation is made or if there is reason to believe that the Responsible Individual or Person in Charge has behaved in a way that causes risk of harm to the children a referral should be made directly to the Chair of the Committee. It is their responsibility to make a referral to Rhondda Cynon Taff Local Authority Designated Safeguarding team. CIW must be informed of any such allegations.

## 6. Making the Referral (following Route 1 or Route 2)

- A referral to Social Services is made as soon as a problem, suspicion or concern about a child becomes apparent and at least **within 24 hours**.
- Outside office hours, referrals 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 the settings referrer:
  - 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'/caregivers' ability to respond to these needs within the context of the wider family environment.
  - Any information affecting the safety of staff.

The Hollies Registered Person/Responsible Individual/designated Safeguarding Officer holds responsibility to ensure that safeguarding concerns are taken seriously and followed through, remaining accountable for their role in the safeguarding process.

If they remain concerned about a child they will re-refer the child and/or bring this to the immediate discussion of the Social Services senior manager with responsibility for child protection for the area.

**RCT Safeguarding Co-ordinator – Sian O'Donovan 01443 484520**

**IAATeamrctcbc.gov.uk – 01443 425006**

**After 5pm, weekends and bank holidays you can call the Emergency Duty Team 01443 743665 [SocialWorkEmergencyDutyTeam@rctcbc.gov.uk](mailto:SocialWorkEmergencyDutyTeam@rctcbc.gov.uk)**

## 7.Record Keeping

- The Hollies keeps accurate, concise and clear record keeping in straightforward language to underpin good child protection practice

- The Hollies' arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 2018, day-care regulations) and Social Services requirements where necessary.
- Records should :
  - Use clear, straightforward language;
  - Be signed, dated and timed;
  - Be concise, legible and comply with professional standards and requirements;
  - Be accurate in fact and distinguish between fact, opinion, judgement and hypothesis;
  - Be organised and include detailed recording and chronologies and summaries including all contacts;
  - Be 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 managers.
- 
- The Hollies' Safeguarding Officer attends any multi-agency meeting held (e.g. Strategy Discussion) and provides reports as necessary and appropriate.
- The Strategy Discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice.
- Decisions are recorded in writing.

## 8. Further information

Each local authority in Wales has a Local Safeguarding Children Board, which coordinates what is done by its members to safeguard and promote the welfare of children in the area of the authority. Each Local Safeguarding Children Board (LSCB) has a co-ordinator.

## 9. Confidentiality

At all times we will follow our Confidentiality Policy (see policy)

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