



Safeguarding children

1.2 Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

Policy statement

The Bumblebee Children's Charity works with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on three key commitments.

Procedures

We carry out the following procedures to ensure we meet the three key commitments.

Key commitment 1

The Bumblebee Children's Charity is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staff and volunteers

- Our designated persons (members of staff) who co-ordinate child protection issues are:

Alison Stonham and Angela Cooke – 01473 652822

- Our designated officer (a committee member) who oversees this work is:
John Aiton is responsibly locally with The Chairman having ultimate responsibility.
- We ensure all staff, parents and trustees are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within The Bumblebee Children's Charity are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works for The Bumblebee Children's Charity or has access to the children.
- Volunteers do not work unsupervised unless permission has been obtained from the parents.

- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to The Bumblebee Children's Charity.
- We take security steps to ensure that we have control over who comes into The Bumblebee Children's Charity so that no unauthorised person has unsupervised access to the children.

Key commitment 2

The Bumblebee Children's Charity is committed to responding promptly and appropriately to all incidents 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 2006).

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the staff member makes a dated record of the details of the concern and discusses what to do with the Principal who is acting as the 'designated person'. The information is stored on the child's confidential file.
- We refer concerns to local Customer First 0808 800 4005 and co-operate fully in any subsequent investigation.
NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We use the detailed procedures and reporting format taken from the Safeguarding Flow Chart when making a referral to Customer First or Suffolk Police on telephone no 01473 613500 or 999.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives 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;
- 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 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 confidential file which is kept securely and confidentially.

Making a referral to Customer First

- When making a referral to Customer First, we follow three simple steps,
 - Do not delay; Do not investigate; Speak to your Safeguard Lead; Make a careful recording of what we are told or have observed; using the Record for Concern form and body map where necessary.
- We keep a copy of this document and follow the detailed guidelines given in the filing cabinet.

Informing parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also displayed on the parent's notice board.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against Staff and Volunteers

- It is essential that any allegation of abuse made against a person who works with children and young people including those who work in a voluntary capacity are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.
- It also caters for cases of allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or in any capacity. This may be due to concerns about the persons conduct in their personal or professional life that might indicate their unsuitability to work with children. It should be used in respect of all allegations that are consistent with the guidance in Working Together i.e. cases in which it is alleged that a person who works with children has:
 - behaved in a way that has harmed, or may have harmed, a child
 - possibly committed a criminal offence against, or related to, a child; or
 - behaved in a way that indicates s/he is unsuitable to work with children.

Reporting procedure for Allegations

- All allegations should be reported immediately, at least within one working day, to the Safeguarding Officer. The Safeguarding Officer must report the allegation to the Local Area Designated Officer (LADO) on the same day.

LADO's details

Area	Title	Address	Telephone Number
Northern	Northern - County Safeguarding Manager	Clapham House, Clapham Road, Lowestoft NR32 1QP	01502 674612
Southern	Southern - County Safeguarding Manager	Landmark House, 4 Egerton Road, Ipswich IP1 5PF	01473 260112
Western	Western - County Safeguarding Manager	West Suffolk House, Western Way, Bury St Edmunds IP33 3YU	01284 758816

Contact details for the lead Safeguarding Manager who monitors and reports on all allegations:

Address	Telephone Number
Landmark House, 4 Egerton Road, Ipswich IP1 5PF	01473 263112

- We follow the Managing Allegations and Concerns about a member of staff/volunteer Flow Chart located on the office notice board

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police
- Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, 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

Disciplinary action

- Where a member of staff or a volunteer is dismissed from The Bumblebee Children's Charity because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Key commitment 3

The Bumblebee Children's Charity is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We seek out training opportunities for all adults involved in The Bumblebee Children's Charity to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff knows the procedures for reporting and recording their concerns at The Bumblebee Children's Charity.

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 visible to others.

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 that they develop an understanding of why and how to keep safe.

- We create within The Bumblebee Children's Charity a culture of value and respect for the individual, 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 Local Safeguarding Children Board.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, 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 care worker in relation to The Bumblebee Children's Charity designated role and tasks in supporting that child and their family, subsequent to any investigation.
- 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 policy (1.4) to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Legal framework

Primary legislation

- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Equality Act (2010)

Further Guidance

- Working Together to Safeguard Children (revised HMG 2006)
- What to do if you're Worried a Child is Being Abused (HMG 2006)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework (2006)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Practitioners' Guide (HMG 2006)

This Policy was adopted by

The Bumblebee Children's Charity in	September 2015.....
Signed on behalf of the Management Committee	September 2016.....
	September 2017.....
	September 2018.....

Name of signatory

Role of signatory