



The Little Meadow Group

Safeguarding children and child protection

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

Issue 6

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The Little Meadow Group

Safeguarding children and child protection

Policy Statement.

The Little Meadow Group are committed to working 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 the three key commitments of the Pre- School Learning Alliance Safeguarding Children Policy.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning And Development
1.3 keeping safe	2.1 respecting each other 2.2 Parents as partners	3.4 the wider context	4.4 Personal, social and emotional development

Procedures

We carry the following procedures which meet the three commitments of the Alliance Safeguarding Children Policy and also comply with the Gloucestershire safeguarding Children bureau.

Key Commitment 1

The Setting 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 person who co- ordinates child protection is: Sharon Phillips Group Manager she also oversees this work. Nicky Tanner is the Deputy.
- We ensure all staff and parents 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 setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders At1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Data Barring Service (DBS) before permanent posts can be confirmed. (refer safer recruitment policy)



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- Where applicants are rejected because of information that has been disclosed, applicants have the right to know and challenge incorrect information. (this should be read in conjunction with safer recruitment policy)
 - We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified or unsuitable person works at the Group or has access to the children.
 - Volunteers do not work unsupervised
 - 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 led to the dismissal for reasons of child protection concern.
 - We have procedures for recording the details of visitors to the Group.
 - We take steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
 - Staff are requested annually to complete a personal declaration that there has been no changes that would jeopardise a successful DBS application.
 - From 2016 the setting has made a commitment that all DBS will be redone and redone every 5 years thereafter.

Key commitment 2

The Little Meadow Group 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 now set down in 'what to do if you're worried a child is being abused'

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms- physical, emotional, 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 have said or through changes in their appearance, their behaviour or their play.
- 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 Group manager who is acting as the "designated person". The information is stored on the child's personal file.
- Concerns will be referred to the Gloucestershire safeguarding children board 01452 426565
- All concerned will take care not to influence the outcome either through the way we speak to children or by asking questions of the children.
- Sometimes staff may find a situation does not sit well with them based on their knowledge of the child, i.e a change in behaviour, visible mark, but we are aware that these could be early indicators of a bigger picture and whilst as an isolated incident should still not be missed. In these incidents we will log a concern and discuss with our DSL to decide next steps.



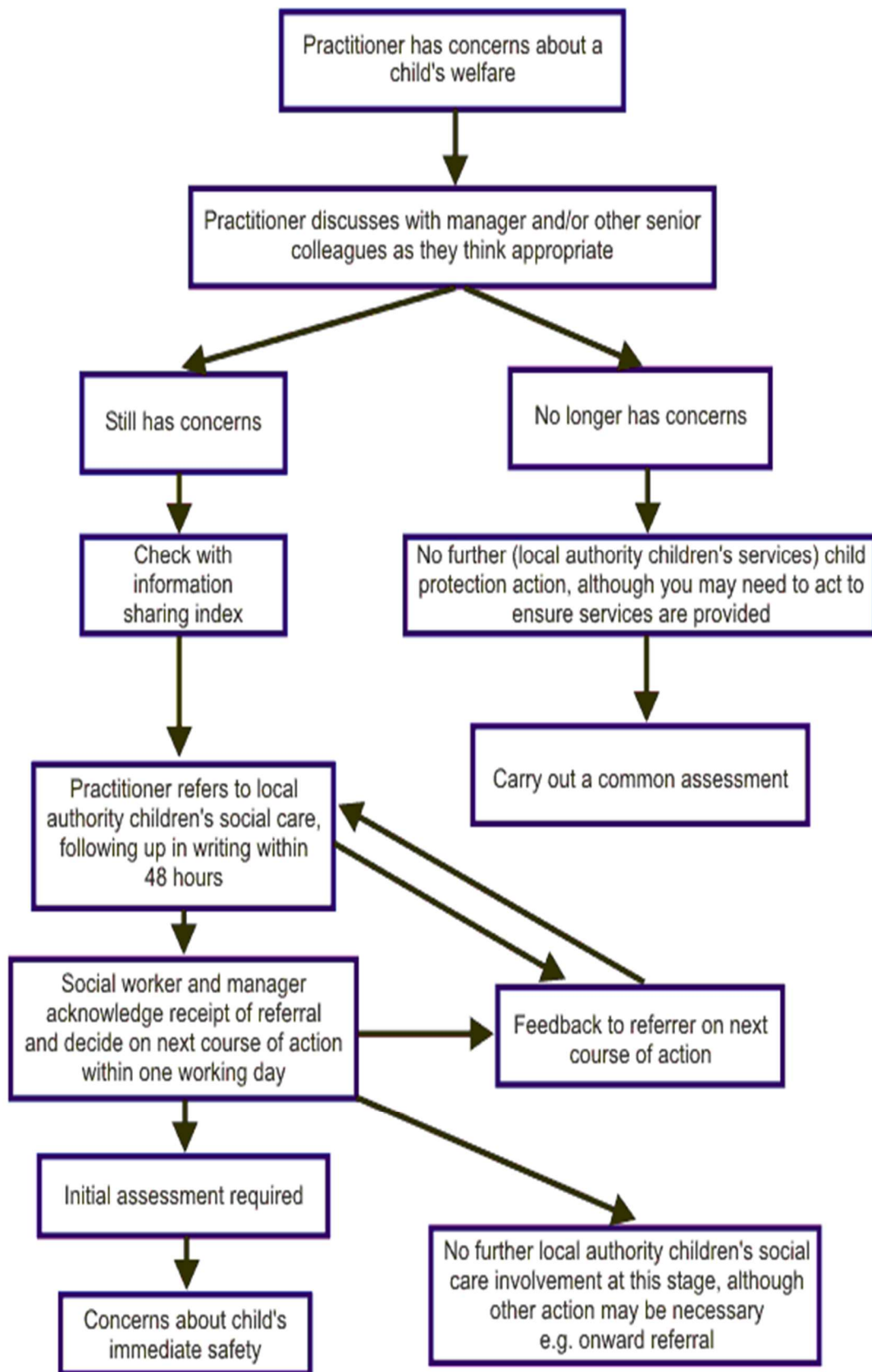
- We will use the referral form (appendix 3) to ensure we can provide as detailed information when required.

Recording suspicions of abuse and disclosures.

- Where a child makes comments to a member of staff that gives cause for concern (Disclosure), staff observe signs or signals that gives cause for concern such as a significant change in behaviour: deterioration in general well being unexplained bruising, marks or signs of possible abuse or neglect (Appendix 4A & B), that staff member will:
 - Listens to the child, offers reassurance and gives assurance that they will take action.
 - Does not question the child.
 - Will make a written record immediately after that forms an objective record of the observation or disclosure to include (appendix 3):
 - 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.
 - The names of anyone else present.
- These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

Making a referral to the local authority social care team.

All members of the Little Meadow Group have up to date Child Protection training and are qualified to follow the Gloucestershire safeguarding children referral flow chart as detailed below:





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 above flow chart does not recommend it.
- This will usually be the case where the parent is the likely abuser. In this case the investigating officer will inform parents.

Liaison with other agencies.

- The Little Meadow Group follow the current Gloucestershire Safeguarding Children Boards guidelines as below.

Summary of Local Child Protection Procedures

Professional has concerns

If a Professional has a concern about the well being of a child (or unborn baby), then that professional should:-

Consultation with supervisor

share their concerns with their supervisor/line manager/designated teacher or named professional to help clarify the nature of their concerns

Completion of written record

complete a written record of the nature and circumstances surrounding the concern including any previous concerns held

Contact social workers for advice

in those cases where you have a concern but are unsure about how to proceed contact the

Children's Help Desk Tel: 01452 426 565

and ask to speak to a social work practitioner

Contact the children's helpdesk

In those cases where you are clear a social work assessment is required make a referral to the:

Children's Help Desk Tel: 01452 426 565

within 24 hours (immediately if the concerns are about physical injury or sexual abuse). The CYPD social care section will then take responsibility for managing any subsequent enquiries. The referrer should confirm the details of the concern to CYPD, in writing, within 48 hours



Resolving professional Difference (escalation policy)
Remember to use the 'resolution of professional difficulties (escalation) procedures if you are left feeling that the response from social care has not addressed your concerns for the child. Advice about procedural issues including using the resolving professional differences procedures can be obtained through the **Safeguarding Children Service on 01452 58 3629**

For out of hours social work advice please contact the **Emergency Duty Team on 01452 614 194**

- All staff are familiar with the procedures and updated with any amendments as soon as the setting are aware.
- We will notify Ofsted should any changes in our arrangements possibly affect the well being of the children in our care.
- If a referral is to be made to the local authority, we will act within the Gloucestershire Safeguarding Children Boards guidance in deciding whether we should contact the parents at the same time.

Allegations against staff

The Little meadow Group will ensure parents are aware how to complain about the behaviour/actions of staff or volunteers within the setting, this may include an allegation of abuse

We respond to a complaint of a member of staff or volunteer abusing a child using the Gloucestershire Safeguarding Children Boards policy.

The Designated Officer (currently the Group manager) should be available for everyone involved in The Little Meadow group to go to with concerns about the behaviour of, or an allegation against, a colleague or any other adult who works with children. In the event the complaint or allegation is against the Group Manager then the chairperson is to be contacted direct.

Should anyone have a concern that a person may have behaved inappropriately or they have received information that may constitute an allegation they should:

- report it to the Designated Officer as soon as possible, however trivial it may seem;
- make a signed and dated written record of your concerns, observations or the information you have received to pass on to the Designated Officer;
- maintain confidentiality and guard against publicity while an allegation is being considered or investigated and follow local information sharing protocols



You should not:

- attempt to deal with the situation yourself;
- make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents;
- keep the information to yourself or promise confidentiality;
- take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents or carers.

The same action should be taken if the allegation is about abuse that has taken place in the past, as it will be important to find out if the person is still working with or has access to children

N.B If a child has clearly been injured and/or there is clear evidence of significant harm or risk of significant harm, immediate referral to the police or social care or emergency services must be considered, in accordance with child protection procedures, and your Designated Officer informed as soon as possible afterwards. We will always remember that the safety and welfare of the child is our overriding concern.

If a member of the public has a concern or allegation about a person known or suspected to be working with children, or who has worked with children, the advice above should be followed, but it will be more appropriate to report direct to the Local Authority Duty Officer, police or social care, as the designated officer or employer may not be known.

- The Little Meadow Group will co-operate entirely with any investigation that is carried out.
- Where the Little Meadow Group and external agencies agree it is appropriate in the circumstances, the chairperson may suspend the staff member on full pay or volunteer for the duration of the investigation. This is not an indication of admission that the alleged incident took place but is to protect the staff, children and families throughout the process.
- The Little Meadow Group will report any alleged incident to Ofsted along with the actions taken. It is an offence for an allegation of this nature not to be reported.

Disciplinary action

- Where a member of staff or a volunteer is dismissed through misconduct relating to a child, we will notify the independent barring board administrators so that the name may appear on the Barred list to further support the protection of young and vulnerable children.



Key commitment 2

The Little Meadow Group is committed to promoting awareness of child abuse issues and will ensure that at all times staff have up to date qualifications. It is also committed to empowering young children through the Early Years Foundation Stage curriculum, promoting a child's right to be strong, resilient and most importantly listened to.

Training

- We ensure all adults involved in the setting are able to recognise signs and signals of possible abuse, emotional abuse, sexual abuse and neglect and that they are aware of the Gloucestershire Safeguarding Children Boards guidelines for making a referral.
- We ensure all staff know the procedure for reporting and recording concerns as well as how to complete Appendix 3 and 2 and the associated body maps.

Planning

- The layout of the rooms allow for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being visible to others.

Curriculum

- The setting plans will include elements of keeping a child safe to promote the Personal social and emotional development of all children, so that they may grow strong, resilient and listened to and develop an understanding of how and why to stay safe.
- The Group strive to create a culture of value and respect for all individuals having positive regard for the children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- Staff will ensure all of the above is delivered to the children in a developmentally appropriate way.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidelines of the Gloucestershire Safeguarding Children Board.

Support to families

- The Little Meadow Group believes in building trusting and supportive relationships with staff and volunteers in the group.
- Our roles and responsibilities in relation to Child Protection are made clear to parents such as reporting concerns, referrals, sharing information and monitoring of the child.
- Whilst an investigation is being carried out in relation to an alleged abuse, the child and family will remain welcome in the setting.
- Confidential records kept on the 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 Gloucestershire Safeguarding Children Boards



Logging a concern about a child's safety and welfare

(NB All concerns must be recorded but a Designated Safeguarding Lead must be informed immediately about all disclosures by a child of abuse and any situation where a child may be at immediate risk of harm at the end of their school day – this form should then be filled in and passed to the DSL as soon as possible after the DSL has been informed)

Pupil's Name:	Date of Birth:	Year Group:	Form:
Date:	Time (of writing this record):		
Name of person completing this form (please print):			
Job Title:			
Signature:			
Reason(s) for recording the incident/concern (headline):			
<p>Record the following factually: <u>When</u> (date & time of incident or concern arising)? <u>Where</u> did your concerns arise? <u>Who else</u> - were any other children or staff present? <u>What</u> exactly did you see/hear/smell that raised your concern? N.B. Please record any direct disclosures/statements/comments using the child or adult's exact words in quotation marks.</p>			
<p>NB if additional pages are used, these must be attached securely to this form</p>			
<p>Professional opinion: Your professional opinions, impressions and worries are important. Facts should be recorded in the box above but please record your opinions, impressions and worries here and state what has led you to form them (e.g. something you have noticed, feel or suspect).</p>			
Action taken, including names of everyone spoken to about the incident/concern:			
Name of Designated Safeguarding Lead this form was passed to:			
Date and time incident/concern was shared with Designated Safeguarding Lead:			

Please check to make sure your report is clear; and will be clear to someone else reading it next year

NOW PLEASE PASS THIS FORM TO YOUR DESIGNATED SAFEGUARDING LEAD FOR COMPLETION OVERLEAF *(NB by end of working day at latest if child is not at immediate risk of harm)*

(Following sections to be completed by Designated Safeguarding Lead)

Time & date information received by DSL and from whom	
Any advice sought by DSL (date, time, name, role, organisation & advice given)	
DSL's analysis of presenting issues/concerns and advice received	
Action taken (referral to or consultation with MASH or local Children's Services team/ monitoring advice given to appropriate staff/ Early Help etc.) If decision not to refer, state reason. Note time/date/names/ who information shared with and when etc.	
Outcome (include names of individuals/agencies who have given you information regarding outcome of any referral (if made))	
Parents informed Yes/no – reasons if no	
Where can additional information regarding child/ incident be found? (e.g. pupil file, serious incident book)	
Signed	
Printed Name	
Date	

Date/time/how member of staff submitting this form received feedback about action taken from DSL (please circle below as appropriate)	Date:	Time:
Face to face	Phone call	e mail (copy retained)
Signature of reporting M of S	Signature of reporting M of S	

Referral form.

Full Name	Address	Date of Birth	Gender
How long has the child attended the Little Meadow Group ?		Pattern of attendance	
Name of parents with parental responsibility at the above address	Name of parents with parental responsibility at the above address Address Telephone	Cultural background and language spoken at home	Details of special needs or disability
Names of siblings	Date of Birth	Gender	Schools or settings attended
Names if known of anyone else living in the household	Relationship to child	Name of significant carers	Address
Family Health visitor	GP	Social worker	Other agencies involved
Date and details of critical incident leading to referral			
Was this discussed with parents?		Are parents aware a referral is being made?	
Any previous concerns and actions taken?		If yes detail dates and actions on the reverse of form.	

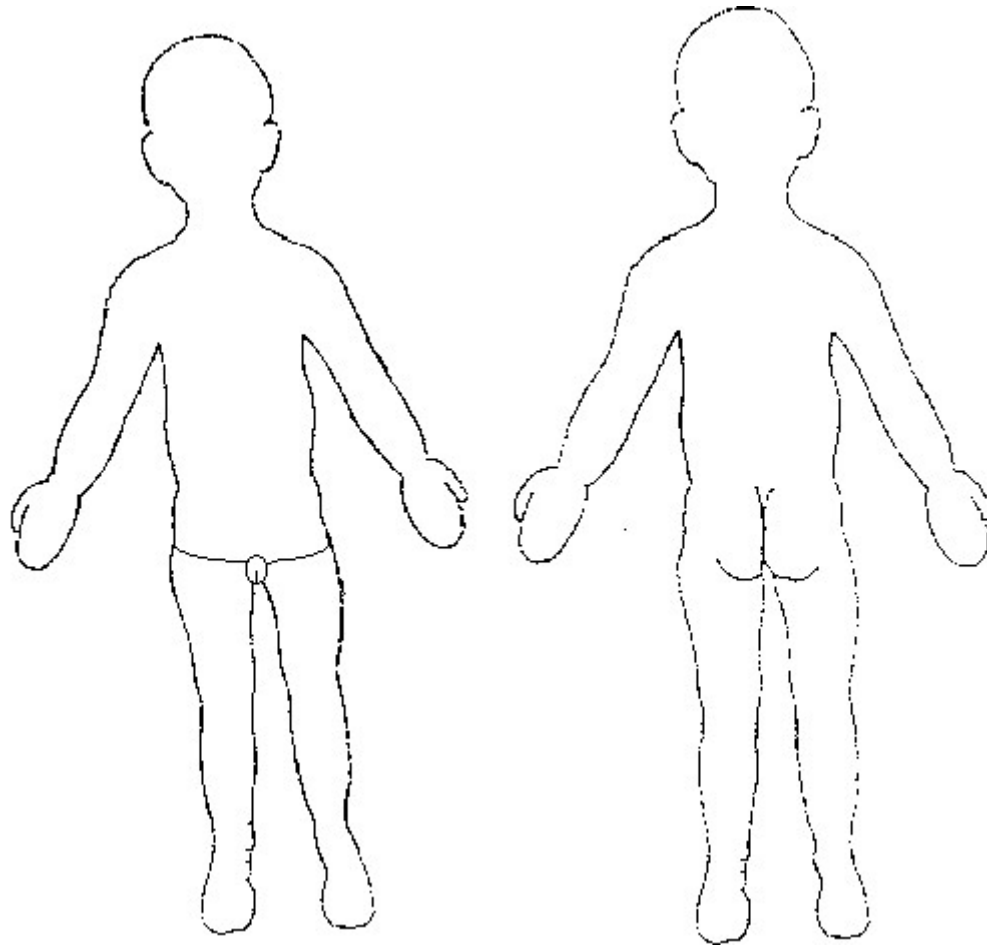


Record of Observation or Disclosure.

Name of Child		Date of Birth	
Date and time of observation or disclosure			
Name of those present at time of observation or disclosure			
Exact words spoken by the child as far as possible.			
Completion of Body Map?	YES	NO	Date and time of completion.
Name of person concern reported to			Date and time of report
Completed by			Date and time of completion

Front

Back

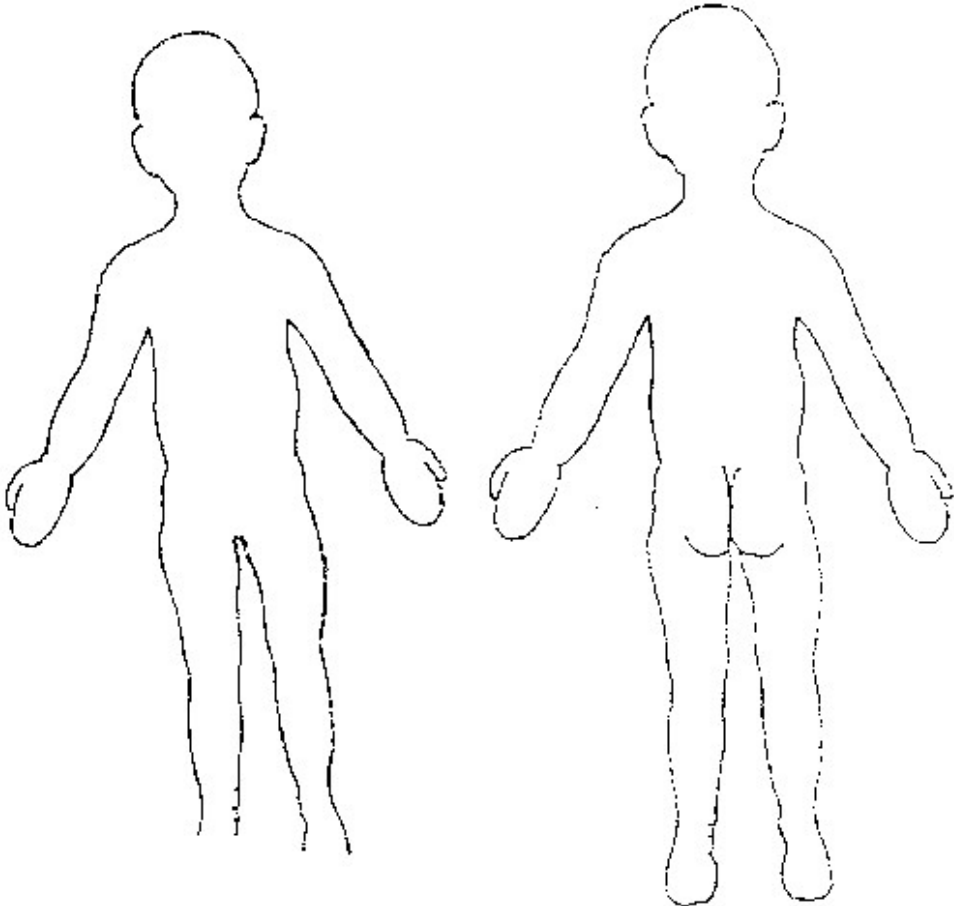


Record of physical injuries seen on on(date)
By _____

Body map completed by _____ Date _____

Front

Back



Record of physical injuries seen on on(date)

By _____

Body map completed by _____ Date _____