



## **Child Protection and Safeguarding Policy**

**This policy is in place to ensure that parents and staff are aware of the club's duty to protect the children in our care, to inform Social Services of suspected child abuse, and outline the procedures in place should an allegation be made against a member of staff.**

The welfare and safety of the children attending Yellow Birds is paramount at all times. As a childcare provider we have a duty to protect the children within our care.

- Child Protection procedures are covered during induction training, which is carried out with each new member of staff.
- Parents are required to read and sign the Child Protection Declaration as part of the registration process.
- The Manager will work closely with both Social Services and the Area Child Protection Committee with regards to child protection issues.
- The Company has a duty to report any suspicions of abuse to Social Services, who will advise of the next steps to be taken.
- Staff must observe the children and know their normal behaviour patterns; any significant change to previous patterns of behaviour and development will be noted and brought to the prompt attention of the Company Manager and Play Leader.
- Written documentation of conversations and observations will be made, in the event of suspected abuse. This information will be stored in a locked cabinet and will only be accessible to the management committee and the play leader.
- A record of conversations with parents relating to explanations for injuries received away from the Setting will be documented.
- The Play Leader is the designated person responsibility for all child protection issues within each provision. They will liaise with the Director who in turn works with other professional bodies should an abuse situation be disclosed or suspected.

### **Child Protection Policy** - allegations against a member of staff

If an allegation of abuse is made against a staff member, the following procedure will apply.

- The staff member will be suspended for the duration of the investigation. Confidentiality will be maintained during the investigation as far as is practicable
- The Manger will notify both Ofsted and the Social Services Duty Officer of the abuse allegation and staff details.
- The investigation into the allegation will be undertaken by the Police and the Safeguarding board, with full cooperation of the Yellow Birds Management Committee. Access to written documentation relevant to the child and the allegation, will be made available to the relevant investigating bodies.
- Should the outcome of an investigation result in the allegation being unfounded, the employee will be reinstated.
- Should the investigation outcome result in a charge being made, an internal disciplinary hearing will be held following which, the employee will be formally dismissed.