



SAFEGUARDING PROCEDURE

Safeguarding is everyone's responsibility and of utmost importance at Clwb Penmorfa. Safeguarding is protecting children from abuse, neglect or other kinds of harm and educating those around them to recognise the signs and dangers. Safeguarding and promoting the wellbeing of all children attending the setting is defined for the purpose of this policy as

- Protecting children from risk of abuse, neglect or other kinds of harm
- Preventing impairment of children health or development
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to achieve the best outcomes.

Staff who suspect a child is at risk must make a record of any observation or disclosure, using a 'cause for concern' form, located on the staff notice board. The concern should be completed with minimal delay and on the day of the occurrence. Then be passed to the designated safeguarding lead (DSL).

Designated Safeguarding Leads:

1. Sharon Davies
2. Lisa Oldroyd
3. Liane Woods
4. Emma Millward

This record should include (see appendix 1):

- Child's name
- Date of birth
- Date of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and the names of any other person present at the time
- Any actions taken by safeguarding lead
- Any discussion held with the parent(s) (where deemed appropriate).

- These records should be signed by the person reporting this and the designated safeguarding officer dated and kept in a separate confidential file.

Once this form is received by a safeguarding lead they will make the decision whether to monitor the situation, speak to a parent or refer to the social services gateway.

All outcomes are recorded and filed in a confidential safeguarding folder that is locked away at all times.

Recording and reporting

If a child starts to talk to an adult about potential risk it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be necessary that the matter needs to be raised with the children's social care team and CIW. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The setting expects all members of staff to co-operate with the local authority children's social care, police, and CIW in any way necessary to ensure the safety of the children.

Informing Parents and Carers

Parents are normally the first point of contact. If a suspicion of risk is recorded, and is deemed appropriate, parents are informed at the same time as the report is made, except where the guidance of the local authority children's social care team/police does not allow this or will put the child in danger. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority. Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

Supporting families

The setting takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the setting. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Allegations against an adult working with children.

If an allegation is made against a member of staff, student or volunteer or any other person working on the setting premises, the procedure is as follows.

The allegation would be reported to a safeguarding lead, these include Lisa Oldroyd, Emma Millward and Liane Woods. If these individuals are the subject of the allegation then this would be reported to the Registered individual Sharon Davies. If this is still not appropriate, then we would refer directly to the social services gateway portal.

The setting reserves the right to suspend any member of staff during an investigation.

All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities.

CIW (Care Inspectorate for Wales)

North Wales Region

Government Buildings

Sarn Mynach

Llandudno Junction

LL31 9RZ

Telephone No: 0300 790 0126

Responsible Individuals: Sharon Davies

Email: sharon.a.davies@denbighshire.gov.uk

Tel: 01745 852757

Children's Gateway: 01824712200 (Mon-Fri 9am-5pm)

03450533116 (Evenings and weekends)

cfsgateway@denbighshire.gov.uk

Amended April 2024

Appendix 1



Cause for concern form.

Date:

Childs name:

Childs date of birth:

Staff members name:

Outline of concern:

Signed:

Date:

Action taken by child protection officer:

Signed:

Date:

Outcome: Refer / not refer