



Safeguarding children

Professional Abuse Procedures

Policy Statement

The Staff and Management of Noah's Ark intend to create within the setting an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We also intend to ensure that as far as practical staff are protected from unfounded allegations of abuse.

The Senior Officer responsible for dealing with allegations against a member of staff or

- Volunteer is Amanda Adams (Chairperson)
- The Deputy for this role is Christine Gregory (Supervisor)

Where a person has behaved in a way that:

- Has harmed a child or may have harmed a child.
- Committed a criminal offence against or relating to a child.
- Behaved in a way that indicates that he/she is not suitable to work with children.

Procedures

Any concerns or allegations about the behaviour of the member of staff or volunteer should be raised confidentially with the designated Senior Officer; **The acting Senior Officer should not investigate or interview the member of staff, child concerned or potential witness.**

1. The following information will be collected and the details will be recorded immediately:
 - ☺ Name of the child involved
 - ☺ Name of person involved
 - ☺ When and where the alleged incident took place (either inside or outside the workplace)
 - ☺ The names of any witnesses
 - ☺ Details of the incident – including what was done and said in the child or adults own words
 - ☺ What steps if any were taken
 - ☺ Details of any injuries to any of the parties involved
 - ☺ Details of parent/carer and any siblings
 - ☺ Countersign, date and copy the record
2. The Senior Officer will ensure that:
 - a. The Registered Person is made aware of the allegation.
 - b. The member of staff concerned is informed that the allegation has been made against them.
 - c. The person making the allegation is aware of the likely course of action to be taken by the setting.
 - d. The child's parent will be informed as necessary.
3. The Senior Officer will immediately inform the Local Authority Designated Officer (LADO) discussing concerns with the Safeguarding Children Project Manager on 0115 9773225 within 24 hours along with OFSTED on 0845 701 4772 or 08456 404040 (recording the contact date & any conversation notes) together with Children's Social Care and the Police, as advised/appropriate continuing to liaise with the relevant agencies.

4. If the allegation proves to be unjustified it will then be dealt with under our usual disciplinary procedures where appropriate.
5. The member of staff may be suspended pending investigations
6. Where action is taken to suspend the staff member, all relevant parties will be confidentially informed as far as is consistent with the safeguarding children procedures.
7. Where no action is deemed necessary the Supervisor or Chairperson will implement an action plan detailing how to ensure relevant staff support and training particularly in respect of child development, behaviour management and safeguarding children.
8. Where a member of staff is dismissed or moved to a position where they do not have contact with children as a result of the allegations, the named Officer will ensure that they are referred for inclusion on the ISA Independent Safeguarding Authority – barred list contact the Vetting and Barring Scheme on 03000123111 (formally known as the (POCA) the Protection of Children’s Act list.

In order to protect staff/volunteers from unfounded allegations of abuse we will ensure:

- ☺ When recruiting staff we will ensure that any gaps in their Employment History are questioned and adequately accounted for and that References are taken up for all staff before positions are confirmed.
- ☺ Only staff who have been CRB checked will be allowed to take individual children to the toilet or have sole care of the children. Staff/adults awaiting their CRB clearance will be supervised around the children at all times (including visitors)
- ☺ New staff members will have copies of the settings policies and procedures prioritising the Safeguarding and Behaviour Management policy on induction.
- ☺ Where staff are left in sole supervision of a small group of children – e.g. during small group story or singing, such activities will be held in rooms/areas with visual access through windows or doors and shall be freely accessible by other members of staff at all times.
- ☺ During Outdoor play there will always be 2 members of staff in attendance.
- ☺ All staff are encouraged and supported to attend appropriate training in Child Development, Safeguarding Children and Behaviour Management.

For further information on our strategies for protecting children and staff please refer to our Child Protection Policy for Safeguarding children.