

### **13. Safeguarding policy and procedure**

**THE DESIGNATED SAFEGUARDING OFFICER IS ALEXZANDRA NEWLAND**

**THE DESIGNATED DEPUTY SAFEGUARDING OFFICER IS WENDY THOMAS**

**It is the policy of Bradley Playgroup to make all individual children's and adult's safety, wellbeing and protection our highest priority while in our care/ sessions.**

**We do this by:**

- Recognizing that it is our legal duty to refer all allegations of child/ adult abuse appropriately and without delay.
- Having regard for the Rights of Children and Young Persons (Wales) Measure 2011 and specifically Article 19 of the UN Convention on the Rights of the Child which states: "Children have the right to be properly cared for and protected from violence, abuse and neglect by their parents and anyone looking after them."
- Working in line with Social Care Wales ([Safeguarding Wales](#) , 2023) and Social Services and Well-being (Wales) Act 2014 ([Social Services and Well-being \(Wales\) Act 2014 \(legislation.gov.uk\)](#))
- Having regard for the Safeguarding Children: Working Together Under the Children Act 2004 (<http://wales.gov.uk/topics/childrenyoungpeople/publications/safeguardingunder2004act/?lang=en>).
- Ensuring that all who use and work in Bradley Playgroup know that safeguarding is the responsibility of everyone.
- Operating a clear and thorough recruitment policy and procedure for staff and volunteers which includes maintaining current enhanced DBS disclosures (and where relevant, Safeguarding checks and fitness to work references in addition to qualifications in line with relevant day care regulations).
- Being aware of [The Protection of Children Act 1999: A practical guide to the Act for all organisations working with children](#) (which relates to the Government's aim of establishing a framework of a coherent cross-sector scheme for identifying those people considered to be unsuitable to work with children).
- Implementing an induction process and code of conduct for staff, students, visitors and volunteers. See: <http://www.ccwales.org.uk/education-and-learning-for-early-years-and-childcare>
- Designating a suitable safeguarding officer – *Alexzandra Newland* and deputy safeguarding officer *Wendy Thomas* who acts in *Alexzandra Newland*'s absence. The safeguarding officer and the deputy safeguarding officer act on behalf of Bradley Playgroup in any safeguarding matters including making sure that appropriate training and information is available and accessible to all staff, students, visitors and volunteers. *See Appendix 1*
- Ensuring all staff are trained in safeguarding procedures (this includes recognition of signs of abuse).
- Maintaining appropriate staff: children ratios for the supervision of children that are in line with or exceed regulatory requirements.
- Operating and keeping an up-to-date risk assessment of all activity within Bradley Playgroup and ensuring adequate insurance cover is provided.

- Informing all parents/carers of the safeguarding policy and procedures (including relevant contact numbers) as each family starts to use Bradley Playgroup.
- Operating effective policies for arrival and collection of children, outings, behavior management and inclusive practice and the use of electronic equipment in the workplace.
- Reporting, recording and monitoring any injuries sustained by a child (while away from, or in our care) and/or changes in a child's behavior; taking action when appropriate (parents will normally be the first point of contact, unless it is deemed that this would place the child at risk).
- Responding promptly and appropriately to any suspicion of abuse.

**The local authority (social services duty social worker) is the prime authority for dealing with safeguarding investigations** although concerns may be reported to a police officer or an officer of the National Society for the Prevention of Cruelty to Children (NSPCC).

**There are two types of disclosure:**

1. A disclosure about a child or adult.
2. A disclosure about professional abuse.

#### **1. Action to be taken in the event of a disclosure about a child:**

**In the event of a member of staff having a concern/suspicion that a child or adult has suffered abuse/neglect or if someone tells them that they or another child or person is being abused/suffering neglect:**

**The member of staff** acts without delay and (as is appropriate to the age/stage of the individual child):

- Listens, showing that they have heard what they are being told and that they take the allegations seriously.
- Does not prompt or ask leading questions.
- Does not ask the child/adult to tell their story more than once.
- Explains what actions they must take (using agreed procedures). *See Appendix 1*
- Does not promise to keep what they have been told a secret or confidential, but explains that they will share information only on a 'need to know' basis.

Bradley Playgroup takes seriously its responsibility to disclose information to the relevant people/organisations and reporting concerns is not seen as a betrayal of trust to the person/child making the disclosure.

**The member of staff:**

- Writes down, using the exact words, what they have been told. This is done immediately.
- Makes a note of the date, time, place and people present in the discussion.
- Does not confront the alleged abuser.
- Reports the concerns to the Alexzandra Newland designated safeguarding officer or in her absence Wendy Thomas designated deputy safeguarding officer as soon as possible, but without delay. *See Appendix 1*

**The designated safeguarding officer Alexzandra Newland or in her absence Wendy Thomas designated deputy safeguarding officer:**

- Reports the concerns immediately to either the Police or the intake and assessment team duty officer of the local social services. SPOA Wrexham.
- Informs the responsible individuals – Vervaine Edwards and Alexzandra Newland.
- Informs CIW that a referral has been made and that procedures are being followed. *See Appendix 1*

## 2. Action to be taken in the event of a disclosure about professional abuse:

### **If the behaviour of a colleague, adult (including volunteers and members of the public) towards children or adults causes concern:**

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to safeguarding concerns (including cases involving abuse of trust). While the former may be handled through disciplinary procedures or other avenues, safeguarding concerns should always be dealt with through local safeguarding procedures in line with this guidance and, in particular, the guidance contained in Chapter 8: Handling Individual Cases. (Safeguarding Children: Working Together to Safeguard Children under the Children Act 2004.12.3).

<http://cymru.gov.uk/pubs/circulars/2007/nafwc1207en.pdf;jsessionid=pC1JPYVdGx3nnGPX1sFfnysrkHmnyTkxYn1MkpVGchDDnMly07n9!545803488?lang=en>

### **Taking action and reporting concerns:**

#### **When the concerns relate to the actions of a member of staff/volunteer/visitor (excluding the person in charge): These actions need to be taken:**

- Concerns are raised the designated safeguarding officer Alexzandra Newland or in her absence Wendy Thomas designated deputy safeguarding officer – 07547691301.
- The person in charge contacts Social Services Intake and Assessment Team: SPOA WREXHAM:  
Contact number/s: **01978 292039**  
Out of Hours Number: **0345 0533 116**
- The person in charge informs responsible individuals – Vervaine Edwards and Alexzandra Newland.
- A responsible individual informs CIW regional office/ online portal where needed:

**Contact number: 0300 7900 126**

- The responsible individuals consider the options for removal/suspension without prejudice from duty of the member of staff/volunteer pending decisions made at the strategy discussion. Reference Whistleblowing Policy.
- The member of staff/volunteer is informed and written records of discussions and decisions are made in line with the staff disciplinary policy and procedure.
- A responsible individual informs CIW of any allegations of serious harm to a child committed by any person looking after children in Bradley Playgroup or by any person living, working, or employed on the premises, or any abuse alleged to have taken place on the premises (within 14 days). *See Appendix 1*
- Failure by a member of staff to report suspected abuse will result in disciplinary action being taken.

#### **When the concerns relate to the actions of person in charge:**

- Member of staff contacts Social Services Intake and Assessment Team: SPOA  
WREXHAM: **Contact number/s: 01978 292039 Out of Hours Number: 0345 0533 116**
- Member of staff informs responsible individuals – Vervaine Edwards and Alexzandra Newland.

- A responsible individual informs CIW regional office/ online portal: **Contact number: 0300 7900 126**
- The responsible individuals considers the options for removal/suspension without prejudice from duty of the member of staff/volunteer pending decisions made at the strategy discussion. Reference Whistleblowing Policy.
- The member of staff/volunteer is informed and written records of discussions and decisions are made in line with the staff disciplinary policy and procedure.
- The responsible individual/s inform CIW of any allegations of serious harm to a child committed by any person looking after children in Bradley Playgroup or by any person living, working, or employed on the premises, or any abuse alleged to have taken place on the premises (within 14 days). *See Appendix 1*
- Failure by a member of staff to report suspected abuse will result in disciplinary action being taken.

### **Making the referral**

- The referral is made to Social Services Intake and Assessment Team: SPOA as soon as a problem, suspicion or concern about a child/ adult becomes apparent, and at least within 24 hours.
- Outside office hours, referrals are made to the social services emergency duty team or the police.
- The duty social worker taking the referral is given as much of the following information as possible by Bradley Playgroup's referrer, (using the form agreed with the LA child protection co-ordinator).
  - The nature of the concerns.
  - How and why those concerns have arisen.
  - The full name, address and date of birth (or age) of the child.
  - The names, addresses and dates of birth/ages of family members, along with any other names which they use or are known by.
  - The names and relationship of all those with parental responsibility (where known).
  - Information on any other adults living in the household.
  - Information relating to other professionals involved with the family, including the name of the child's school and GP.
  - Any information held on the child's developmental needs and his/her parents'/carers' ability to respond to these needs within the context of the wider family environment.
  - Any information affecting the safety of staff.

The responsible individuals Vervaine Edwards and Alexzandra Newland have responsibility to ensure that child protection concerns are taken seriously and followed through, remaining accountable for their role throughout the child protection process.

If having followed the procedures, as outlined in Appendix 1 there remains a concern about a child the responsible individuals will contact the intake and assessment team duty officer of social services – SPOA Wrexham.

**\*Please note – If SPOA are contacted by a safeguarding member of staff, Bradley Playgroup are not obligated to inform the parent/carers involved due to safeguarding.**

## Record Keeping

- Bradley Playgroup keeps accurate, concise and clear records in straightforward language to underpin good safeguarding practice.
- Bradley Playgroup's arrangements for retention, storage and destruction of electronic and paper records of safeguarding matters meet the relevant regulations (including Data Protection Act 1998) and requirements made by the Information Commissioner's Office (01625 545740 or visit [www.ico.gov.uk](http://www.ico.gov.uk)). All records are kept on site in a locked cupboard accessible only to Alexzandra Newland designated Safeguarding Officer / Lead Supervisor and Deputy Safeguarding Officer/ Supervisor – Wendy Thomas.
- Records kept by Bradley Playgroup are shared on a need to know basis with social services departments.
- Bradley Playgroup's safeguarding records:
  - Use clear, straightforward language.
  - Are signed, dated and timed.
  - Are concise, legible and comply with professional standards and requirements.
  - Are accurate in fact and distinguish between fact, opinion, judgement and hypothesis.
  - Are organised and include detailed recording and chronologies and summaries, including all contacts.
  - Are comprehensive.
  - Clearly record judgements made and actions and decisions taken.
  - Clarify where decisions have been taken jointly across agencies, or endorsed by the responsible individuals.
  - Record both formal and informal discussions pertaining to the allegation.
  - Record directions given and agreements or disagreements made in consultation with responsible individuals and the social services intake and assessment team. – SPOA Wrexham.
- Alexzandra Newland or Wendy Thomas on behalf of Bradley Playgroup attend any multi-agency discussion (this may be a meeting or via telephone) and provides reports as necessary and appropriate.
- The strategy discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice (*reference staff recruitment and employment, and whistle blowing policy*).
- Decisions are recorded in writing by an independent person.

## Throughout a safeguarding investigation

Bradley Playgroup will:

- Make every effort to build and maintain trusting and supportive relationships between families, staff and volunteers.
- Do all it can to support and work with the child's family.
- Share any confidential records on a child with the child's parents, except in cases in which parents are implicated and evidence gives rise for concern.

The following contact details are also kept and checked and updated as needed by  
Alexzandra Newland – designated Safeguarding Officer

<b>Bradley Playgroup’s Safeguarding Officer: Alexzandra Newland - 07547691301</b> <b>Bradley Playgroup’s Deputy Safeguarding Officer: Wendy Thomas - 07547691301</b>
<b>Social Services Intake and Assessment Team: SPOA WREXHAM (Single Point of Access)</b> Contact number/s: <b>01978 292039</b> Out of Hours Number: <b>0345 0533 116</b>
<b>Police:</b> Contact number/s: <b>101 or Contact the PSCO (Dean Sawyer) – 08456071001.</b>
<b>NSPCC: 0808 800 5000</b>
<i>Relevant LSCB contact:</i>
<b>CIW regional office:</b> Contact number/s: 0300 7900 126
<b>Responsible individuals:</b> Vervaine Edwards – 07752859254 Alexzandra Newland – 07983124731

This **Safeguarding** policy and procedure was passed for use in Bradley Playgroup

On: 17<sup>th</sup> March 2025, 1<sup>st</sup> March 2024, 22<sup>nd</sup> March 2023, 1<sup>st</sup> April 2022, 28<sup>th</sup> September 2021, 30<sup>th</sup> April 2021, 01/04/19, 24<sup>th</sup> April 2018,

Amended on: 17<sup>th</sup> March 2025, 11<sup>th</sup> July 2024, 15<sup>th</sup> March 2024, 2<sup>nd</sup> February 2024, 15<sup>th</sup> September 2023, 11<sup>th</sup> September 2023, 0<sup>th</sup> June 2023, 23<sup>rd</sup> December 2022, 9<sup>th</sup> September 2022, 6<sup>th</sup> September 2022, 27<sup>th</sup> September 2021, 20<sup>th</sup> September 2021, 18<sup>th</sup> September 2020, 25<sup>th</sup> October 2019, 14<sup>th</sup> June 2018, 09<sup>th</sup> March 2018 22<sup>nd</sup> January 2018 and 19<sup>th</sup> July 2017, 26<sup>th</sup> May 2017, 11<sup>th</sup> May 2017.

By: Alexzandra Newland

Position: Lead Supervisor

Date of planned review: March 2026