



Lister Steps Safeguarding Policy

Lister Steps staff, volunteers and students have a duty to protect children from harm in accordance with the "Working Together to Safeguard Children" and "The Prevent Duty" documents.

All staff are trained in Safeguarding and Prevent; some staff have designated Child Protection and additional responsibilities. Safeguarding and Prevent training for all staff is regularly renewed and all aspects of Safeguarding is a regular agenda item on all staff meetings.

Article 19 of the United Nations Convention on the Rights of the Child states that.

'We have a legal responsibility to ensure children are properly cared for and are protected from violence, abuse or neglect from their parents and anyone else who looks after them'.

Staff are trained to recognise and respond appropriately to possible signs of abuse e.g.

- Significant changes in children's behaviour.
- Deterioration in their general wellbeing.
- Unexplained bruises, physical pain, marks or signs of possible abuse.
- Signs of neglect
- Prolonged absence from the setting
- Comments children make which give cause for concern.

We have a statutory duty to record any significant events and where concerns are raised for the welfare of the child, we will follow the procedure laid out in the documents issued by the Liverpool Safeguarding Children's Board, e.g. 'What to do if you have safeguarding concerns about a child/young person'.

Contacting the Early Help Hub.

This would be your first point of contact, if you had a safeguarding concern that did not meet the Careline threshold. The contact number for our area is 0151 233 3637 (North).

To ensure that the adults we employ to work with the children are suitable to do so; we follow a stringent recruitment process which includes a "Disclosure and barring" check (DBS), two references, interviews and a 3-6 month probationary period. A Senior member of staff who has completed Safer Recruitment training will always be involved in any recruitment procedure.

In addition, all staff recognises that their first responsibility is to the child and will discuss any concerns they may have about another member of staff with senior management; please see our 'whistleblowing' policy.

THE OLD LIBRARY

115 Green Lane
Liverpool
L13 7EB

Call 0151 228 3818
Email childcare@tol.org.uk
Visit tol.org.uk

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Parents and other nursery users are asked not to use their mobile phones on the premises. All adults including staff, parents/carers and volunteers etc. are not allowed to take their mobile phones where there are children situated.

Our staff do take photographs of the children, these are used to help us plan for children's learning and development. All photographs are downloaded on site and used only to put into children's individual learning journeys, internal displays and for promotional materials and events (after parent/ carer permission is given).

Safeguarding is not just about protecting children from abuse, we have a duty to keep children safe from harm. This may include incidents of domestic violence and the provision of the Early Help Assessment Tool (EHAT) to protect the family unit and working in partnership with other professionals.

We strive to keep children safe by providing an environment which is regularly checked for risks and hazards, and activities and routines that meet the needs of the individual child. We have a clear strategy for managing behaviour, which all staff must follow. We ensure we are adequately staffed at all times and we provide healthy food in a clean and safe manner. Practitioners have attended Safe Sleep training. For more detailed information, please see our individual health and safety policies.

The Prevent duty

Lister Steps is in compliance with The Prevent Duty 2015 guidance and its aim to protect children from radicalization, extremism and from being drawn into terrorism. We shall do the following:

- Report to police any concerns that we may have – The Police Practitioner for our area is Paul Storey. He can offer advice and support. His contact number is 0151 777 8328 or 07739 822286
- Contact the Department for education dedicated telephone helpline - 020 7340 7264 email; counter.extremism@education.gsi.gov.uk
- Ensure all staff have completed Channel training yearly.

PROCEDURE

Lister Steps staff, volunteers and trainees must follow safeguarding guidelines and procedures to the letter at all times.

Dealing with direct disclosure (do's and don'ts)

With regard to direct disclosure from a child the following points should be adhered to:





- **DO** ensure the child's safety but **do not** make judgements or get involved in detail.
- **DO** listen carefully to the child.
- **DO NOT** ask direct questions.
- **DO** remain calm and give the child time and attention.
- **DO** allow the child to give a spontaneous account.
- **DO NOT** stop a child who is freely recalling significant events.
- **DO** reassure the child that:
 - They have done the right thing in telling you
 - They have not done anything wrong
- **DO** explain that you cannot keep the information a secret – **DO NOT** offer false confidentiality.
- **DO** tell the child what you are going to do next and explain that you will need to get help to keep him/her safe.
- **DO NOT** ask the child to repeat their account of events to anyone.
- **DO** make an accurate record of the information you have been given using the guidelines given below and ensure that the record is stored safely and confidentially.
- **DO** use the child's own words when possible.
- **DO** follow procedures and inform the Safeguarding Officer without delay.

The Safeguarding Officer will record:

- Any action taken by the organisation to look into the matter
- Where relevant, the reasons why a decision was taken not to refer those concerns to a statutory agency i.e. Careline
- Any interpretation/inference drawn from what was observed, said or alleged should be clearly recorded as such
- Name of person reporting the concern, and the name and designation of the person receiving the concern, the date, time and their contact details
- Record separately any contact with Careline and the name of the Careline officer

Confidentiality

It is good practice to be as open and honest as possible with parents/carers about any concerns. However you **MUST NOT** discuss your concerns with parents/carers in the following circumstances:

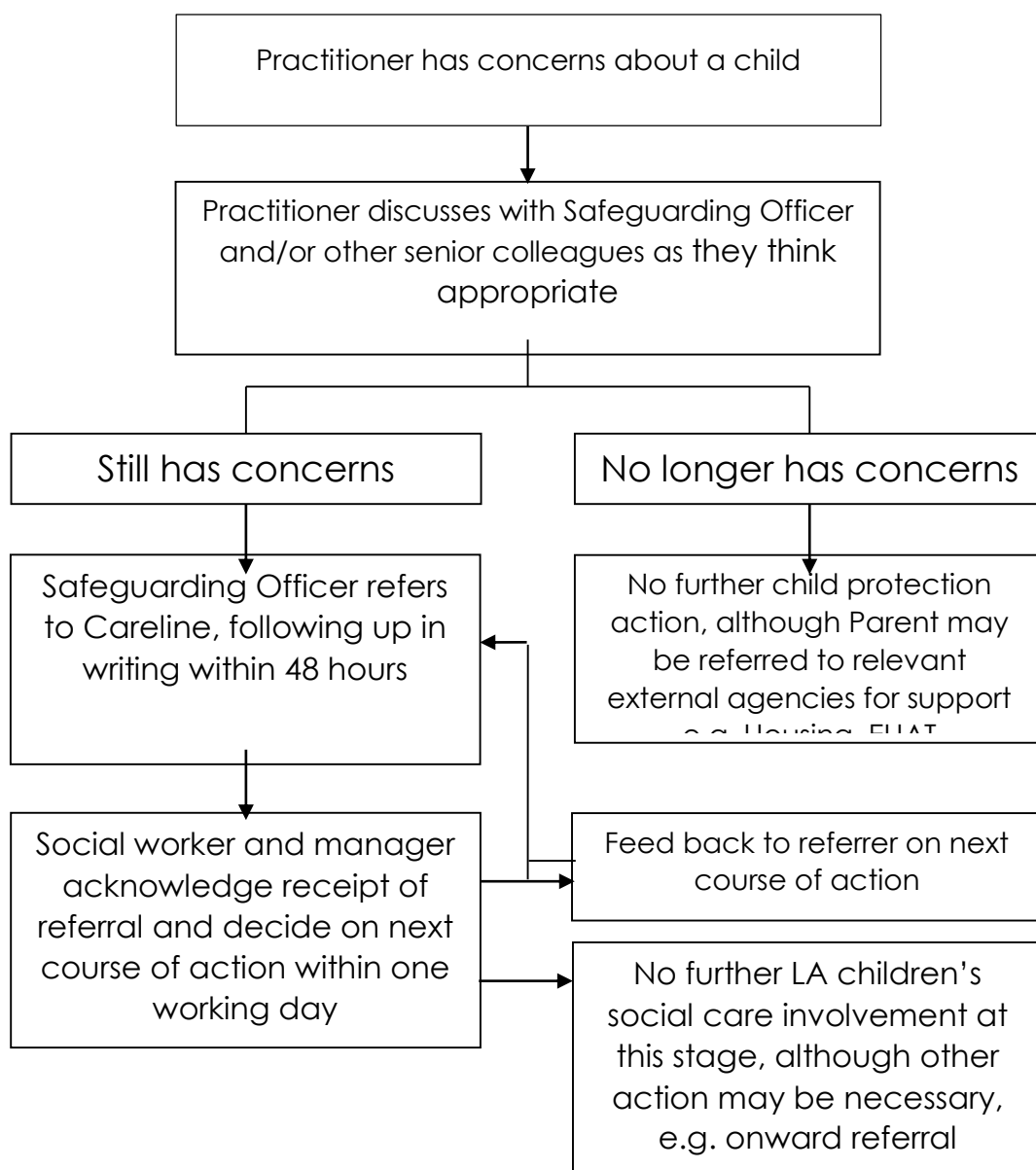
- Where sexual abuse or sexual exploitation is suspected





- Where organised or multiple abuse is suspected
- Where fabricated or induced illness (previously known as Munchausen Syndrome by proxy) is suspected
- Where female genital mutilation is the concern
- Is cases of suspect forced marriage
- Where contacting parents/carers would place a child, yourself or others at immediate risk

Flowchart to explain the Safeguarding Procedure





Rehabilitation of offenders

Persons will not be employed by the organization if they have committed any offences listed in schedule one of the Children and Young Persons Act 1933 ("Schedule One Offences").

Named Persons responsible for Safeguarding at Lister Steps

Gaynor Williams	Chief Executive
Michelle Clarke	Childcare Manager
Lizzie McCarthy	Deputy Childcare Manager
Vicki Lunt	AS Co-ordinator

In addition the following people have specific responsibility for Safeguarding in their areas:

Julie May	Board member
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Contact Numbers

Careline	0151 233 3700 (24hrs)
Police	0151 709 6010 or 999 or 101
NSPCC	0800 800 5000 or www.nspcc.org.uk
LADO – Ray Said	0151 225 8101, 0151 225 8103 or ray.said@liverpool.gov.uk
OFSTED Whistleblowing	0300 123 3155 or whistleblowing@liverpool.gov.uk

Whistleblowing

There may be an occasion when a member of staff or volunteer will be concerned about a colleague's standards of practice. This may range from poor practice to serious abuse regarding:

- Children using our service
- Any other children
- Adult service users
- Other employees or volunteers

Procedure in the event of an allegation against an Employee, Volunteer or Student Placement





This procedure is to be used in the event of an allegation being made against any adult who works with Children, who may behave in a way:

- That has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicated that they are unsuitable to work with children.
- Including breach of Mobile Phone Policy and Information technology policy

There may be up to 3 strands in the consideration of an allegation:

1. A police investigation of a possible criminal offence.
2. Enquiries and assessment by Children's Social Care about whether a child is in need of protection or need of services.
3. Consideration by an employer of disciplinary action in respect of the individual.

If an allegation is made against you Lister Steps will keep you informed of the progress of the investigation and offer support whilst the case is ongoing.

If you are a member of a Trade Union or Professional Association you are advised to contact them at your earliest convenience.

If you are suspended we will also keep you informed of workplace developments.

These procedures will continue to be followed even if the person under investigation resigns from their position or stops providing their services to Lister Steps. The safety and welfare of the children is our priority therefore every attempt will be made to reach a satisfactory conclusion, even if you refuse to co-operate with this process. You will be given every opportunity to co-operate and make personal representation whilst the investigation proceeds.

SUMMARY OF THE PROCESS

Any allegations must be reported to either of the Safeguarding Co-ordinators as named in the Safeguarding policy.

If any of the following allegations are made against you Lister Steps will inform the Local Authority Designated Officer (LADO) (0151 233 8101) within one working day:

OFSTED must also be informed of any allegation of serious harm or abuse by any person living, working, or looking after children on the premises (whether the allegation relates to harm or



abuse committed on the premises or elsewhere). This reporting must be as soon as practically possible or within 14 days.

If an allegation is made to the police or Careline they will in turn contact LADO.

Initial Considerations

The LADO will discuss the allegation with Lister Steps and the circumstances in which it was made and whether any evidence exists to establish if it could be false or unfounded.

If there is reason to suspect that a child is suffering or is likely to suffer significant harm the LADO will refer the matter to Children's Social Care and a strategy meeting will be arranged. This will include the LADO and a representative of Lister Steps.

If there is no evidence to suspect that significant harm is an issue, but a criminal offence may have been committed – the LADO will inform the police and a similar discussion will also involve Lister Steps.

Where the initial consideration concludes that the allegation does not involve a criminal offence, it will be dealt with by Lister Steps. If the nature of the allegation does require formal disciplinary action appropriate action should be instituted within 3 working days. If a disciplinary hearing is required, and can be held without any further investigation, it will be held within 15 days.

Where further investigation is required to inform consideration of disciplinary action, Lister Steps will discuss with the LADO who will undertake the action. In some circumstances it may be appropriate for the disciplinary investigation to be conducted by someone independent of Lister Steps to ensure objectivity. The investigating officer will aim to provide a report to Lister Steps within 10 working days.

At the conclusion of this investigation Lister Steps will decide within 2 days if a disciplinary hearing is necessary, and if such a hearing is necessary it will be held within 15 working days.

Lister Steps will take into account any relevant information from Children's Social Care when considering disciplinary action. Lister Steps will continue to receive support and advice from LADO as the process progresses.

If a criminal investigation is required, the police will aim to complete their enquiries as quickly as possible, consistent with a fair and thorough investigation, and will keep the progress of the case under review. They should set a target date at the outset of the process to review progress





and consulting with the Crown Prosecution Service about whether to proceed with the investigation, charge the individual with an offence, or close the case. Wherever possible this review should take place no later than 4 weeks after the initial evaluation, if the decision is to continue to investigate the allegation future review dates will be set at this point.

If the police and or CPS decide not to charge the individual with an offence, or decide to issue a caution, or the person is acquitted by a court, the police will pass all information they have which may be relevant to a disciplinary case to Lister Steps.

If the person is convicted of an offence, the police will also inform Lister Steps so that appropriate action can be taken.

If the allegation is substantiated, and following a disciplinary hearing the person is dismissed, Lister Steps will liaise with LADO about whether a referral to POCA or other regulatory body is required. This report will be completed within 1 month.

Flowchart to determine the actions when an allegation is made against a member of the Lister Steps team

