



## SAFEGUARDING / CHILD PROTECTION POLICY

The Brighter Futures Manager has Child Protection training from Worcestershire County Council and every member of staff receives training in Child Protection as part of their induction training and then regular Child protection / Safe guarding training from Worcestershire County Council as an ongoing requirement. Every Brighter Futures staff member has a current CRB Enhanced disclosure and any visitor to Brighter Futures is accompanied by a member of staff at all times.

Brighter Futures complies with local child protection and safeguarding procedures approved by the Local Safeguarding Children Board and ensures that all adults working and looking after children in the provision are able to put the procedures into practice. (The Local Safeguarding Children Board was previously known as the Area Child Protection Committee).

The protection of the child is Brighter Future's first priority. If a disclosure is made to a member of Brighter Futures staff, in line with The Childrens Act Regulations, Ofsted will be informed of any allegations of serious harm or abuse against a child while the child is in the care of Brighter Futures.

Types of abuse include physical, emotional, sexual abuse and neglect.

Brighter Futures staff are trained to observe possible signs and symptoms of abuse such as:

- any significant changes in a child's behaviour
- any unexplained bruising or marks
- any comments made by a child that give cause for concern
- any deterioration in the general wellbeing of a child.

Any concerns of abuse will be reported to the designated member of staff, the Brighter Futures Manager, who will use her professional judgment to decide whether concerns are raised with the parents or not. Brighter Futures will:

- keep accurate records of any concerns
- not question the child
- report concerns quickly to minimise any risk to the child

The records will include:

- the date and time of any disclosure / concern
- details of what prompted the concern eg. bruising, something the child said. - details of any previous concerns
- details of any explanations given by the parent or child
- any actions Brighter Futures have taken such as speaking to the parents
- body maps if necessary.

All Brighter Futures staff are familiar with the Government booklet 'What to do if you're worried a child is being abused — Summary' and all Child Protection concerns that could identify a particular child will be kept confidentially following these guidelines and only shared with people who need to know this information. Information is kept in a locked filing cabinet; only the Director and Manager have a key.

If a child arrives at Brighter Futures either from home in the morning or from school at 3.30pm with injuries that have occurred prior to their arrival, the Manager will log these in the Accident /Incident Book, (kept in the lockable cabinet).

Records will be stored in the child's personal folder in the designated locked cabinet. Parents are asked to sign this book to confirm the details recorded.

If Brighter Futures do suspect abuse, or if an allegation is made against a member of staff, this will be reported in line with the Local Safeguarding Children Board procedures. The Brighter Futures Manager will telephone the Social Services Department and OfSTED Regional Office and ask for a "Consultation with the duty social worker on a possible child protection issue". The child's name or address need not be given at this point. The Social Worker will advise whether a concern will become a referral and what action needs to be taken, if any. If a telephone referral is made, this will be followed up in writing within 48 hours. OfSTED will also be notified without delay. Children's social care should acknowledge the written referral within 1 working day of receiving it. If the Manager is unavailable at the time of the child protection concern, it is the responsibility of the Deputy Manager to make the referral. The Director will be fully informed of all Child Protection concerns and able to support staff and ensure correct procedures have been adhered to.

If an allegation is made against a member of staff, the Manager will notify both Children's Services and the OfSTED immediately using the numbers below. It is likely that OfSTED will ask for information about how the Director has dealt with the allegation. This is in line with Brighter Futures Staff Disciplinary Policy and is reflected in staff contracts of employment.

**Contact: NUMBER TO CALL FOR SAFEGUARDING ADVICE: 01905 768054 (Access Centre, Worcester)**

**OUT OF HOURS NUMBER TO CALL: 01905 768020**

**OFSTED: 08456 404040**

Early Years and Childcare Service 3 De Salis Court  
Hampton Lovett  
Droitwich  
Worcestershire  
WR9 0QE

Advisory Conciliation and Arbitration Service: (ACAS): 0121 456 5856

Childline: 0800 1111

NSPCC (National Helpline): 0800 8005000

NSPCC Child Protection Helpline: 0808 800 5000

National Domestic Violence Helpline: 0808 2000 247

For adult survivors of abuse: 01752 666777