



Safeguarding and Welfare of Children Policy and Procedure

INTRODUCTION AND AIM OF THIS POLICY

Safeguarding of Children is a relatively new term which is broader than ‘child protection’ as it also includes prevention. Safeguarding has been defined as:

- Working to take all reasonable measures to ensure that the risks of harm to children are minimised; and
- Where there are concerns about children’s welfare, taking appropriate actions and working in full partnership with other local agencies.

Safeguarding children is part of the legal requirements of the Ofsted registration; having safeguards in place within the Kidz Hub not only protects and promotes the welfare of children but also it enhances the confidence of staff, volunteers, parents, carers, directors and the public.

POLICY

The KIDZ HUB will safeguard the wellbeing and welfare of children attending the KIDZ HUB by ensuring that the HM Government’s **Working Together to Safeguard Children 2022** and Ofsted registration requirements are fully complied with, and implemented by a series of child safeguarding, wellbeing, and welfare procedures.

The KIDZ HUB will comply with all other relevant legislation including that covering health and safety, disability discrimination, food hygiene, fire and planning and data protection.

PROCEDURES

1. Safe Environment and Incidents

- Children must be kept safe from harm by staff creating a safe environment, supervising all activities, and continually monitoring for any possible risks.
(CR1.1)

2. Incidents

- If there is any incident which impacts on or in the future could impact on the safeguarding, wellbeing or welfare of a child or children at the KIDZ HUB then the play worker(s) involved with or witnessing a incident will complete a KIDZ HUB Incident Report as soon as possible and at the latest at the end of the KIDZ HUB session. (CR1.1) – see *KIDZ HUB Incident Report form*.
- The Play Manager and Deputy Play Managers will review Incident Reports as soon as they are available and decide what if any further action should be taken and record this on the incident report. (CR1.1)
- KIDZ HUB will maintain an Incident Log of all incident reports filed in date order. (CR1.1)
- The parent of the child involved with the Incident will be informed when they collect the child at the end of the session of the Incident and the actions that were taken or will be taken in the future. (CR1.1)
- The KIDZ HUB Office will be used for confidential meetings with parents.
- KIDZ HUB will meet the requirements of the Safeguarding Vulnerable Groups Act 2006.

3. Ofsted to be Informed

- KIDZ HUB will inform Ofsted, within 14 days, any changes of circumstances at the KIDZ HUB. (CR10)
- KIDZ HUB will inform Ofsted within 14 days if there is a change of address or type of childcare provided at the KIDZ HUB. (CR11)
- KIDZ HUB will inform Ofsted within 14 days of any changes to people: (CR12)
 - KIDZ HUB staff or directors change of name, address, telephone number. (CR12.1) (CR12.3)
 - Any significant event which is likely to affect their suitability to care for children. (CR12.1)

- Disqualification from registration of any person meeting children at the KIDZ HUB including name, personal details, court, conviction or determination, certified copy of sentence.
- Any appointment of new Play Manager or change of nominated person. (CR12.2)
- KIDZ HUB will inform Ofsted within 14 days of any matters affecting the welfare of children:(CR13)
 - Incident of food poisoning effect 2 or more children.
 - Serious accident, injury, or death of child whilst in the care of KIDZ HUB.
 - Serious accident, injury, or death of any person whilst at the KIDZ HUB.
 - Any allegations of abuse or harm of a child by KIDZ HUB staff, volunteer, or director, whether on the KIDZ HUB premises or not.

4. Detailed KIDZ HUB Policies and Procedures

- The KIDZ HUB operates the following separate detailed policies and procedures that support this Safeguarding and Welfare of Children Policy and Procedure:

Welfare of children being cared for. (CR1 ?)

- First Aid Policy and Procedure. (P21)
- Personal Assistance Policy and Procedure. (P3)
- Smoking, Drugs and Alcohol Policy and Procedure. (P23)
- Behaviour Management Policy and Procedure. (P10)
 - Corporal punishment will not be used or threatened
 - Personal intervention will only be used in exceptional circumstances

Arrangements for safeguarding children. (CR2)

- Child Protection Policy and Procedure. (P2)
 - Appointment of a Child Protection Officer.

Play Manager has lead responsibility for safeguarding children

- E-Safety Policy and Procedure.
- Missing or Lost Child Policy and Procedure.
- Late and Uncollected Child Policy and Procedure.

Suitability of persons to care for, or be in regular contact, with children. (CR3)

- Staff Recruitment and Induction Policy and Procedure. (P40)
- Volunteers Policy and Procedure. (P5)
- Child Protection Policy and Procedure. (2)
- Section B- Monitor the behaviour of adults.
- DBS Checks Policy and Procedure. (17)

Qualifications and Training. (CR4)

- Staffing Arrangements and Child Ratio Policy and Procedure (15)
- Staff Training.
- Staff Details and Qualifications.
- Staff Key Persons Schedule.

Suitability and safety of premises and equipment. (CR5)

- Health and Safety Policy and Procedure.
 - Risk Assessments (18)
 - Security of Premises
 - School Premises Transfer of Control Agreement
 - Session Daily Check form.
- Fire Safety and Emergency Policy and Procedure.
- Food and Kitchen Hygiene Policy and Procedure.
- Arrival, Transfer and Departure Policy and Procedure.
- Risk Assessment Policy and Procedure. (18)

How the childcare provision is organised. (CR6)

- Contingence Plan Policy and Procedure (6)
- Behaviour Management Policy and Procedure. (10)
- Anti-Bullying Policy and Procedure.(11)

- Equality and Cohesion Policy and Procedure (13)
- Registration, Sessions and Fees Policy and Procedure. (33)
- Special Educational Needs Policy and Procedure. (36)
- Illness and Health of Children Policy and Procedure. (25)
- Administration of Medication Children P&P. (26)
- Outings and Trips Policy and Procedure. (38)
- Planning and Review Policy and Procedure. (37)

Procedure for dealing with complaints. (CR7)

- Complaints Policy and Procedure. (30)
- Information for Parents Policy and Procedure (33)

Records to be kept. (CR8)

- Confidentiality and Records Policy and Procedure. (31)

Providing Information to parents. (CR9)

- Registration, Sessions and Fees Policy and Procedure (33)
- Information for Parents Policy and Procedure

Ofsted to be Informed- *see paragraphs above for details of:*

Providing information to Ofsted. (CR10)

Changes to premises and provision. (CR11),

Changes to people. (CR12)

Matters affecting the welfare of children. (CR13).

Insurance. (CR14)

- KIDZ HUB maintains suitable insurance.
- Display on Parents Notice Board – Insurance Certificate

Certificate of registration. (CR15)

- Display on Parents Notice Board - Ofsted certificate of registration.

ROLES AND RESPONSIBILITIES

- The Roles and Responsibilities for this Policy and Procedure are stated in the Introduction at the front of the KIDZ HUB Handbook.

REVIEW AND APPROVAL

- The Review and Approval of this Policy and Procedure is stated in the Introduction at the front of the KIDZ HUB Handbook.

Further Information

South West Child Protection Procedures – provide detailed online information on all aspects of child protection, e.g : Staff allegations

<https://www.proceduresonline.com/swcpp/>

Working Together to Safeguard Children 2022

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2#history>

[Making a referral to First Response online advice and link to practitioner booklet](#)

<https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response>

Guidance for safer working practice for those working with children and young people in education settings

assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1062969/Information_sharing_advice_practitioners_safeguarding_services.pdf

KBSP “Guidance on the transfer of a child protection safeguarding file to another educational setting”

<https://bristolsafeguarding.org/media/myopzmfj/transfer-of-cp-and-safeguarding-file-reviewed-may-2020.pdf>

Prevent Duty Guidance for England and Wales

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

KBSP Threshold Guidance-2018

<https://bristolsafeguarding.org/media/42802/threshold-guidance-kbsp-edit.pdf>

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

EYFS Safeguarding and Welfare Requirements – Child Protection March 2021 Start Sept 2021

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS framework - March 2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf)

Inspecting safeguarding in early years, education and skills 2019

<https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills/inspecting-safeguarding-in-early-years-education-and-skills>

Keeping children safe in education 2022

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping children safe in education 2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf)

KBSP Protocol: Children who Display Harmful Sexual Behaviour

<https://bristolsafeguarding.org/media/gfbgpi15/kbsp-harmful-sexual-behaviour-guidance.pdf>

Safeguarding children and protection professionals in early years settings online safety considerations

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>