

## **INTRODUCTION**

This Policy has been produced to support good practice within the Kerb Craft Service offered by Monmouthshire County Council to pupils between the ages of 5 and 7 years attending Primary schools within Monmouthshire

## **PURPOSE OF POLICY**

The Policy will offer a framework which ensures consistent Safeguarding Practice within the service and ensure said practice is in line with the stated values of Monmouthshire County Council which underpin all work with children and young people. Further to this the policy will clarify the professional responsibilities to ensure statutory and other duties are met in accordance with local and national requirements and procedures regarding the Safeguarding and protection of children. This Policy is underpinned by the belief that the “welfare of the child is paramount” and all employees and volunteers have a responsibility to children in their care.

## **LEGISLATIVE AND POLICY FRAMEWORK**

This policy is a requirement made under Monmouthshire County Council’s “Safeguarding and Child Protection Policy” adopted by this service in 2014. As such it works to the Legislative Framework enshrined within the Monmouthshire wide Policy and gives consideration to:

- Social Services and Well Being Act (Wales) 2014
- All Wales Child Protection Procedures 2008
- Children Act 2004
- Safeguarding Children – Working Together Under the Children Act Guidance 2004
- Kerbcraft Training Handbook

## **ROLE OF THE MANAGER**

- Appoint a designated officer to take the lead role in safeguarding and protecting children within the Kerbcraft Service area.
- Ensure that all staff are trained in Child Protection and Safeguarding via review on a biannual basis;
- Ensure all staff have an current knowledge of this policy and that the policy is fully implemented within the service;

- Ensure that all staff and volunteers understand the procedures and processes are in place to support staff in raising concerns in regard to children;
- Monitor staff compliance with the policies and procedures for safeguarding and promoting the welfare of children through training opportunities and auditing of the HR process;
- Ensure sufficient resources and time is available for the designated officers and staff to discharge their responsibilities in line with Monmouthshire's Safeguarding Policy.

### **ROLE OF DESIGNATED SAFEGUARDING LEAD OFFICER (D.O.)**

- To act as a safeguarding lead within the service in order to offer advice and support to staff and volunteers who have concerns about children's wellbeing and safeguarding;
- To attend appropriate Safeguarding Lead training every 2 years
- Liaise with Social Services and Monmouthshire's Safeguarding Unit to seek advice and guidance in regards to child protection and safeguarding issues;
- Ensure they are compliant with training and attends interagency Child Protection training/Safeguarding Lead training and Data Protection training;
- Attend professional meetings and child protection meetings as required to share information;
- To work with Manager and Monmouthshire's Safeguarding Unit to complete audits and review the service as required;
- To keep an electronic database in regard to the training of staff and volunteers;
- To keep a confidential electronic database of any concerns raised;
- Write reports as required regarding any concerns

### **ROLE OF DEPUTY SAFEGUARDING LEAD OFFICER**

To be trained to equivalent level to offer support to Designated Officer and cover in their absence.

### **CHILD PROTECTION TRAINING**

- All staff – permanent, temporary and volunteers – should have a copy of this policy and procedures as well as the names of the designated Safeguarding Leads within KerbCraft;

- All staff working with children should undertake appropriate child protection training i.e. Monmouthshire's Level One Safeguarding Training or the SEWSCB Multiagency Recognition to Referral Training every three years;
- Safeguarding Leads and Designated Officers shall undertake SEWSCB Training for Safeguarding Lead's Training, or the equivalent training offered via Monmouthshire's Safeguarding Unit;
- A Database of Training for all Staff and Volunteers should be kept up-to-date and reviewed bi-annually

## **RECORDS AND RECORD KEEPING**

- As in Line with the whole Authority Safeguarding and Child Protection Policy the Manager and Designated Officers have responsibility to maintain accurate and relevant Child Protection records. These records must be kept in a secure place and separate from all other records pertaining to the child;
- As in line with the whole Authority Safeguarding and Child Protection Policy the Manager and Designated Officers shall maintain and keep detailed records regarding allegations of abuse against any member of staff working for them, either paid or voluntary;
- Advice and guidance can be sought from Monmouthshire County Councils People Services Department or the Safeguarding Unit;
- All records should be kept in line with Monmouthshire's Data Protection policy and any staff responsible for record keeping should attend Monmouthshire's Data Protection training;
- Should information or registers of children attending the service need to be held in the public domain there must be secure procedures in place to protect the identity of children.

## **INFORMATION SHARING**

It is recognised that in order to safeguard and protect children information sharing will be required and therefore should be informed by, and follow, the principles laid out in the Welsh Government guidance Safeguarding Children; Working together under the Children Act 2004.

Information about children, young people and families must be shared appropriately and always in accordance with the All Wales Child Protection Procedures. It is critical that, when there is a reasonable cause to believe that a child or young person may be suffering or may be at risk of suffering significant harm, consideration should always be given to referring these concerns to Children's Services and /or the Police.

All information sharing should be carried out in accordance with the Human Rights Act 1998, Crime and Disorder Act 1998 and Data Protection Act 1988 and confidential information must only shared for genuine purposes.

## RECRUITMENT AND SELECTION

To promote safe recruitment and HR Practices the Kerb Craft service will adhere to Monmouthshire Councils Safe Recruitment policy

Anyone required to recruit staff or volunteers should attend safer recruitment training in line with Monmouthshire County Councils recruitment and employment standards and according to their role and remit.

Kerb Craft will review its selection and recruitment procedures regularly and carry out auditing on DBS checks of staff and volunteers

Ensure that safe recruitment procedures are made accessible to all staff responsible for the recruitment of employees and volunteers.

All managers and appointing officers are required to:

- Comply fully with Monmouthshire County Council DBS Policy;
- Identify all relevant positions / posts within their area of responsibility that come under the definition of Regulated Activity and are therefore entitled to an Enhanced DBS check;
- Ensure that all staff and volunteers working with children and young people (as defined under regulated activities) provide a DBS disclosure certificate prior to taking up post;
- Ensure that they have sight of and record on a local database the details of all DBS certificate checks;
- Submit the number and date of all DBS disclosure checks to the Employee Services department on the appropriate pro forma;
- Ensure that staff and volunteers working with children and young people renew their DBS disclosure certificates on a three yearly basis where this is a requirement of their professional body (note this would apply also when the staff member is on long-term sick or maternity leave);
- Ensure that an updated DBS disclosure certificate is obtained by any individual staff member or volunteers working with children when there are reasonable grounds to do so e.g. following involvement in criminal activity or if a professional allegation is made;
- In the event of any disclosure information being obtained, either at the point of recruitment or subsequently, ensure that a risk assessment is completed and brought to the attention of Employee Services.

Additional Note: In the event of an employee or volunteer becoming involved in any criminal activity managers are required to complete a risk assessment and report this to Employee Services, their line manager and / or relevant manager within the Local Authority.

## **ALLEGATIONS AGAINST ADULTS WHO WORK WITH CHILDREN AND YOUNG PEOPLE**

It is essential that all allegations of abuse are dealt with fairly, quickly and consistently, providing effective protection for the child while supporting the person who is the subject of the allegation. Allegations should be dealt with in line with the All Wales Child Protection Procedures 2008, Regional Safeguarding Children Board guidelines on Professional Abuse Child protection enquiries by Children's Services and / or the Police will take priority over disciplinary investigations, and will determine whether investigations can be carried out concurrently.

The sharing of information about an allegation must be handled sensitively and must be restricted to those who have a need to know in order to:

- \* Protect children;
- \* Facilitate enquiries, or
- \* Manage disciplinary / complaints aspects.

Information about the child or family must not be shared with the individual against whom the allegation was made or anyone representing them.

- On the completion of Police or Social Services investigations, if formal disciplinary action is not required, appropriate action should be instituted within three working days (e.g. arrangements made for a suspended employee to return to work). If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.
- Any Monmouthshire employee who believes that allegations or suspicions are not being investigated properly has a responsibility to escalate their concern to a higher level within the Council, or directly to the Lead Officer for Safeguarding Children in Education.

The Council has a Whistleblowing Policy that can be used for confidential reporting of any abusive, inappropriate or unprofessional behaviour towards children or young people, or any conduct that breaches criminal law or statute; compromises health and safety; breaches accepted professional codes of conduct, or otherwise falls below established standards of practice in relation to children and young people.