

Safeguarding and Promoting Children's Welfare & Safer Recruitment Policy Bretsa Ltd trading as Bretsa Recruitment

Bretsa Ltd. fully recognises its responsibilities for safeguarding and promoting children's welfare.

Our policy applies to all branch staff and temporary workers, and volunteers working in partnership with the client setting. We will ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and / or identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff paid / unpaid working for Bretsa have a responsibility to report concerns to the appropriate officer. Staff / volunteers are not to deal with situations of abuse or to decide if abuse has occurred.

Policy Aims

The aim of the Bretsa Child Protection Policy is to promote good practice:

- Providing children with appropriate safety and protection whilst in the care of Bretsa staff, temporary workers and volunteers
- Allow all staff and volunteers with appropriate training to make informed and confident responses to specific child protection issues and follow reporting procedures
- Safeguard children and promote children's welfare and protect them from abuse and neglect.

Policy Statement

Bretsa will:

- Accept the moral and legal responsibility to implement procedures, to provide a duty of care for children, safeguard their well – being and protect them from abuse
- Respond to any allegation appropriately and implement the appropriate disciplinary and appeals procedures
- Respect and promote the rights, wishes and feelings of children
- Recruit, check, offer training and govern staff, temporary workers and volunteers to adopt best practice to safeguard children from abuse, and themselves against false allegations
- Require staff, temporary workers and volunteers to adopt and abide by the Bretsa Child Protection / Safeguarding and Protecting Children's Welfare Policy and Codes of Practice
- This Policy applies to all employees of Bretsa, paid / or unpaid. There will be no exceptions
- A child is defined as a person under the age of 18 years (The Children's Act 1989).

Recruitment Process

In advance of placement at a childcare setting, we can confirm that temporary staff have had the following:

- Competency based face to face interview
- Established the candidate's English skills are satisfactory to work effectively

- Signed application form & proof kept on file (or e-signed)
- Proof of National Insurance & proof kept on file
- Name change document check & proof kept on file
- Identity document check & proof kept on file
- Address check & proof kept on file
- Legal right to work in the UK check & proof kept on file
- Qualification check & proof kept on file
- Teacher status and / or qualification check & proof kept on file
- Candidates asked verbally and in writing to declare any convictions, cautions, reprimands, final warnings or police enquiries undertaken following allegations & proof kept on file
- Candidates are required to complete a “Disqualification by Association Declaration” under the Childcare (Disqualification) Regulations 2009
- Betsa enhanced DBS Disclosure (covering List 99) obtained, or written clear ported enhanced DBS, or online Disclosure & Barring Service check dated within the last 12 months & proof kept on file
- Alternatively an enhanced DBS Disclosure (covering List 99) from another provider is used where we have seen the original certificate and it is live on the Update Service. This is then checked every 3 months.
- Police check for overseas candidates within 6 months of arrival in the UK & proof kept on file.
- We confirm to notify clients in advance of placement if the candidate DBS or police checks holds information other than clear
- Obtained a minimum 2 references (electronic or paper) from previous employers, placements or educational establishments
- Obtained full 5 year career history and verbally confirmed gaps.

Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse may occur within many situations including home, nursery, school or other environments. Some individuals will actively seek employment or voluntary work with children in order to gain access to them. All suspicious cases of poor practice should be reported to Betsa, following the guideline in this policy.

Codes of good practice

The following Codes of Practice are included to serve as a guideline:

- Always work in an open environment avoiding private or unobserved situations and encouraging open communication
- Always ensure your phone and / or camera phone is stored away on arrival at the shift and after break – it should never enter the nursery room.
- It is your responsibility to report the use of phone and / or camera phones in a nursery room to the nursery manager.
- Treat all children and staff equally with respect and dignity
- Always put welfare of each child first
- Maintain safe and appropriate physical contact with children

- Always be aware that you use appropriate language, suited for children's age and stage of development
- Always use unambiguous direction and kind manner towards children
- Build balanced relationships based on empowering children to share in the decision making, as appropriate to their age and stage of development
- Make play and learning fun, enjoyable and equally accessible to all children
- Always ensure that any physical or manual support required is provided openly and according to the guidelines provided within the client nursery policy
- Keep up to date with your training, qualifications and skills
- Report any changes in your DBS history immediately
- Being an excellent role model – this includes behaviour and language used in company of children and other staff members
- Always give enthusiastic and constructive feedback rather than negative criticism
- Recognise the developmental needs and capacity of children and any special needs.

Recognition of Abuse

It is not always easy to recognise a situation where abuse may occur or may have already taken place. Indications that a child may be abused include:

- Unexplained / suspicious injuries such as bruising, cuts, burns on unusual body part
- An injury for which the explanation seems to be inconsistent
- The child discloses what appears to be an abuse act involving him / her
- Someone else (child or adult) expresses concern about the welfare of a child
- Unexplained changes in behaviour (eg. becoming very quiet, outbursts of temper etc)
- Inappropriate sexual awareness
- Engaging in sexual explicit behaviour or language
- Distrustful of adults, particularly those normally trusted
- Has difficulty in making friends
- Is prevented in socializing with other children
- Displays variation in eating patterns (overeating, loss of appetite)
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt.

Forms of Abuse

Physical Abuse:

Where adults physically hurt or injure children by hitting, shaking, squeezing, burning or biting or by giving children alcohol, inappropriate drugs or poison.

Neglect:

Where an adult fails to meet the child's essential needs such as food, clothing, warmth, cleanliness, or proper supervision. Children who are neglected may appear withdrawn, unhappy, aggressive, may have problems at school or lingering health problems. An adult must ensure that the children are safe, not exposing them to any unnecessary risk or injury.

Emotional Abuse:

Persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted. Emotional abuse may also occur when there is constant overprotection (which prevents children from socializing) or there is neglect, physical or sexual abuse. Emotional abuse may occur where child is a subject to constant criticism, bullying or unrealistic pressure to perform to high expectations consistently.

FGM:

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003. It is a form of child abuse and violence against women and involves removal of all or part of the external female genitals for non-medical reasons. FGM has no health benefits, and it harms girls and women in many ways.

For concerns about FGM you can contact your consultant here at Bretsa, or the nursery you are working at, or the NSPCC has a dedicated FGM helpline on 0800 028 3550.

Sexual Abuse:

Girls and boys are abused by adults (and possibly by other children) – both male and female – who use children to meet their own sexual needs. This could include full intercourse, masturbation, oral sex or fondling. Showing children pornographic materials is also a form of sexual abuse.

Bullying:

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be emotional, physical, racist, sexual, homophobic and verbal.

We have a responsibility to respond promptly and effectively to issues of bullying. We must show that bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs of behaviour that he / she is being bullied. Adults should be aware of these signs and they should investigate if a child:

- Is frightened or doesn't want to go to the nursery / school
- Changes their usual routine
- Becomes withdrawn, anxious, or lacking in confidence
- Starts stammering
- Attempts to run away
- Cries themselves to sleep at night and has nightmares
- Feels ill in the morning
- Begins to do poorly in nursery / school work or lacks concentration
- Has possessions go "missing"
- Asks for money or starts stealing money (to pay bully)
- Has dinner or money "lost"
- Has unexplained cuts and bruises
- Becomes aggressive, disruptive or unreasonable
- Starts bullying other children or siblings
- Stops eating
- Is frightened to say what is wrong.

Responding to allegations or suspicions

It is not the responsibility of anyone working in Bretsa or contracted to Bretsa, in paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Bretsa will assure all staff, temporary workers or volunteers that they will be fully supported if the report in good faith their concerns they may have about child abuse.

Where there is a complaint against member of staff there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of the police and child protection may well influence the disciplinary investigation, but not necessarily.

Reporting and Action to Take

Any suspicion that a child has been abused by either a member or staff, temporary worker or volunteer should be promptly reported to the Bretsa management team, who will take such steps they consider necessary to ensure the safety of the child in question and any other child who may be at risk.

The Bretsa management team will refer allegations to the appropriate persons within Bretsa, where decision will be made about reporting of the incident to the nursery (or relevant setting or school) management teams (Manager or Area Manager etc), Child Protection Unit, Social Services or Police if out of hours.

An incident report form is available within this pack or can be obtained through any member of the Bretsa management team.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

This includes the following people:

- The Bretsa management team
- The Managers or Area Manager of the nursery (or relevant setting or school) where alleged incident took place, or the allegations were made or disclosed
- The person making the allegation
- Agencies that will be contacted when this is decided by Bretsa and relevant people that are directly involved i.e. nursery (or relevant setting or school) authorities
- The alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (i.e. that information is accurate, regularly updated, legible, relevant, time sampled and secure).

List of Support and Contacts

NSPCC: Weston House, 42 Curtain Road, London, EC2A 3NH. Tel: 020 7825 2775
NSPCC dedicated FGM helpline on 0800 028 3550
Child Protection Help Line: 0808 800 5000 (24 hours)
Childline: 0800 1111 (24 hour)
Greenwich Council Local Safeguarding Children's Board. Tel: 020 8921 4477
Independent Safeguarding Authority (ISA): 01325 953 795 (8.30am- 5.30pm Monday to Friday)
Police / Ambulance: 999
Bretsa Operations Director: 020 8858 5958

Bretsa Incident / Allegation Report Form

This form should be used in conjunction with the Bretsa Child Protection Policy
Safeguarding and Protecting Children's Welfare Policy

Name of Child _____

Age and DOB _____ Ethnicity _____ Religion _____

First Language _____

Disability / special needs _____

Staff member's name _____

Nursery _____

Are you reporting your own concerns or passing on those of somebody else? Give details:

Brief description of what has prompted the concerns: include times, dates, and any specific incidents:

Any physical signs? Behaviour signs? Indirect signs? _____

Has a child or staff member spoken to you? _____

Has anybody been alleged to be the abuser? Give details: _____

Have you consulted anybody else? Give details: _____

Your name and position: _____

Reported to _____ Today's date: _____ Signature: _____