

Safeguarding and Child Protection Policy

Omagh Early Years Centre has a written Safeguarding & Child Protection policy based on the Regional Child Protection Policy and Procedures. (RCPPP) These RCPPT were reviewed in December 2017 and as a result of the area of 'Exploitation' has now been added as an issue childcare staff and all professionals involved in the care of children must monitor and report.

Omagh Early Years is committed to practice which promotes the welfare of children, protecting them from harm and responding to concerns, Omagh Early Years accepts and recognizes our responsibilities to develop awareness of the issues which cause harm and to establish and maintain a safe environment for them.

Whilst parents will normally be the first point of contact staff do have a duty to pass information without parental consent if they have a reasonable concern that a child may be at risk of or is suffering abuse or neglect.

We will Endeavour to safeguard children by;

Following carefully the procedures laid down for employment/placement of staff, including adherence to the vetting requirements for volunteers, students, and Board of Directors who have access to children.

- A Trust clearance letter for staff/volunteers etc. must be received by the group prior to employment/placement.
- Child Protection and Safeguarding should be covered immediately in the Induction period, ensuring staff are aware of procedures before starting post. This should include ensuring they have an understanding of the signs and symptoms of abuse and the reporting procedures.
- Ensure staff sign up to all relevant policies and procedures.

Management will ensure child protection is treated seriously by doing the following:

- Child Protection and safeguarding is on the agenda of every staff and management meeting and AGM/First Board meeting following AGM.
- Training in Child Protection is mandatory and is updated as required. This should include awareness of the UNOCINI referral system as used by all Trusts.
- Ensure the Child Protection Policy and Procedure is audited and reviewed at least annually.
- Ensure all other policies and procedures which support safeguarding are adhered to, audited and reviewed at least annually.

IN ORDER TO ACHIEVE THIS OMAGH EARLY YEARS CENTRE WILL ADHERE TO A CODE OF CONDUCT:

All members of staff and volunteers at Omagh Early Years Centre must adhere to the following to ensure Adult Protection:

- There will be at least two members of staff present with children at all times.
- Staff will not do things of a personal nature for a child that they can do for themselves.
- Staff will always inform a parent/carer if they have been or are regularly involved in the personal care of their child.
- Staff will always inform another member of staff where they are going with a child and how long they will be.

- Whilst changing children there will be no locked doors, this is to safeguard the staff and the children.

PROCEDURES FOR RESPONDING TO CONCERNS

If any staff member, parent, student or volunteer has any concerns about any of the children within Omagh Early Years Centre being neglected, physically, emotionally or sexually abused, this should be reported to;

SEE FLOW CHART (Appendix 1)

The Room Leaders/Managers should be in the position to sensitively approach parents/carers concerning any changes in behaviour or unexplained bruises/marks which have been observed on any child.

Following the raising of concern, observations and records will be kept on the individual child.

These records will include name and age of child, time and date of observation, factual description of what was observed stating the exact words spoken by the child (if any) and the signature of the recorder.

The person whom the child made the disclosure to or who had conversations with the child will inform the Designated Child Protection Officer, Centre Manager, Ciara McKenna. **The DCPO may seek further advice and guidance from the Early Years Team, however this step will not delay a referral being made to the Gateway Team** on 02871314090. The Designated Child Protection Officer is available during the hours of service provision for contact and consultation with staff and to offer instruction, advice and support to staff. If the DCPO, cannot be reached the Deputy Child Protection Officer, Fiona McGrenaghan, will seek guidance from Social Services or Gateway. The Designated Child Protection Officer will make a referral to Gateway if necessary and will inform the Board of Directors of Omagh Early Years Centre.

These records will be kept in a separate file locked in the filing cabinet and will not be accessible to any people in Omagh early Years Centre except designated persons.

Designated Child Protection Officer	Ciara McKenna
Deputy Child Protection Officer	Fiona McGrenaghan
Centre Manager	Ciara McKenna
Services Manager (maternity Cover)	Fiona McGrenaghan

Other staff who are trained in Designated Child Protection and who you can speak to if no-one else is available include: Stephanie Coulter, Claire McSharry and Kerri Ann Collins.

Information will be shared on a need to know basis

PROCEDURES FOR REPORTING ABUSE

Following observation and record keeping if there continues to be a reason for concern after consultation with Staff the Managers will contact the appropriate staff from western Health and Social Care Trust Gateway Team and discuss their concerns with them prior to putting them in writing. At this stage all records must be made available to the Trust and confidentiality cannot be guarded. The Centre Manager must inform the Chairperson of the Board in confidence, without mentioning the child's name. Parents of the child must be informed if the case is referred to the Western Health and Social Care Trust.

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Early Years Social Services will be made aware of any concerns or referrals.

UNOCINI Referral System:

Ciara McKenna, Centre Manager has completed training to enable Omagh Early Years Centre to use the UNOCINI referral system, Understanding the Needs of Children in Northern Ireland.

SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD PRACTICE WITH CHILDREN, PARENTS, STAFF, BOARD OF DIRECTORS, VOLUNTEERS AND STUDENTS.

Omagh Early Years Centre will take every step in its power to build up trusting and supportive relationships between families and staff in all areas where abuse is suspected. Omagh Early Years Centre will continue to welcome the child and the family, while investigations proceed.

Care and safety of the child must always be paramount. Omagh Early Years Centre will do all in its power to support and work with the child’s family.

OEYC will give parents copies of relevant policies including Child Protection Policy, Procedure and Code of Conduct/Practice.

OEYC will ensure parents/carers sign to show they have received relevant policies.

STAFF HAVE A PROFESSIONAL RESPONSIBILITY TO PASS ON ANY CONCERN ABOUT A CHILDS WELLBEING IN ACCORDANCE WITH THE REGIONAL CHILD PROTECTION POLICY AND PROCEDURES.

See reporting concerns flow chart, Appendix 1

Other Key Policies

- Collection of Children Policy
- Confidentiality Policy
- Whistle blowing Policy
- Intimate /Personal Care
- E safety, networking and mobile phones policy
- Policy on CCTV
- Anti Bullying Policy
- Allegations against staff policy
- Complaints Policy
- Multi Media Policy
- Understanding Children’s feelings and behaviours – Promoting Positive Behaviour.

This policy was agreed and signed by:

Board Member _____ Date _____

Centre Manager _____ Date _____

Services Manager _____ Date _____

APPENDIX 1

PROCEDURES FOR REPORTING CONCERNS

Remember that all staff/Board of Directors have a professional responsibility to ensure any Child Protection concerns, where the safety or development of a child is ultimately referred without delay to the Western Trust's Gateway Team. Staff should follow up any concerns they have passed to the Group Leader or Designated/Deputy Child Protection Officers to ensure the concern has been dealt with appropriately.

If there is cause for concern about the safety or wellbeing of a child.

If initially unsure, a CCA can talk to the child's Room Leader before contacting the DCPO directly.

The *member of staff who raised the concern* should right down their observation/conversation before going directly to the DCPO. It is important to get the information to the DCPO as quickly as possible, with minimal external input initially.

A decision will then be made about referring the case.

Designated Child Protection Officer (DCPO)

Ciara McKenna: 07770528332

Deputy Child Protection Officer

Fiona Mc Grenaghan: 07851279725

2nd Deputy Child Protection Officer

Stephanie Coulter 07597180858

In their absence, all current Deputy's are listed and named on the Parents and staff Boards.

CONTACT GATEWAY TEAM

028 71314090

Monday – Thursday: 9am – 5pm

Friday 9am – 4.30pm

OUT OF HOURS AND PUBLIC HOLIDAYS

(Monday through Thursday 5pm -9am)

(Friday 5pm until Monday at 9am)

02895049999