



## Child and Adult Protection and Safeguarding Policy and Procedures

### Principles

High Kirk Community Playgroup endeavours to safeguard children and adults by complying with legislation on child protection e.g. The Children (NI) Order 1995, taking into consideration the five main principles of the Order, the first being “**the welfare of the child is paramount**”.

### Policy Statement of Intent:

It is the policy of High Kirk Community Playgroup to safeguard the welfare of all children by protecting them from neglect, physical, sexual and emotional harm. We will comply with the Area Child Protection Committees' Regional Policy and Procedures (2005) which in turn are based on the Government guidance “Co-operating to Safeguard Children” (Department of Health and Social Services and Public Safety, 2003).

In compliance with DHSSPS (2003) recommendation to designate a person to be responsible for Child Protection issues the Playgroup Committee have appointed Mrs Lorraine Dempsey as the designated Child Protection Officer (CPO).

### Procedures

Playgroup Management Committee endeavour to safeguard children and adults by:

#### 1. Excluding known abusers

To achieve this the Playgroup Management Committee will

- Carry out Pre-Employment Interviews and take up to 2 references.
- Contact previous childcare employer.
- Carry out Pre-Employment/Voluntary police checks and vetting in keeping with Social Services recommendations and AccessNI.
- Inform Social Services of any changes in staff prior to their commencement into the group.
- Employ new staff subject to probationary period.

All applicants for work, either paid or voluntary, within the playgroup will be asked to supply two references before taking up employment.

All appointments will be subject to satisfactory vetting procedures i.e POCVA and AccessNI.

All appointments will be subject to a probationary period.

## **2. Preventing abuse by means of good practice**

In accordance with Minimum Standards (DHSSPS, 2012) staff/volunteers will renew their Child Protection training every three years. At the beginning of each new school year staff and volunteers will refresh their child protection skills by reading the Child and Adult Protection and Safeguarding Policy. The playgroup supervisor will also discuss

- How to recognise signs of abuse
- How to protect children and self
- What action to take
- How to complete relevant sections of the UNOCINI Assessment form

High Kirk Community Playgroup will provide training opportunities for all adults involved in the playgroup to ensure they can recognise the symptoms of possible abuse and/or neglect and can deal with the matter appropriately and according to playgroup and DHSSPH procedures.

### **Informing/Liaising with Parents/Carers**

To achieve this staff will:

- Endeavour to build trusting and supportive relationships with families.
- Give parents/carers High Kirk Community Playgroup's Child and Adult Protection and Safeguarding Policy and Procedures.
- Inform parents/carers on how to voice concerns or complaints by making them aware of the Complaints Policy.
- Ensure at collection time children are released into the care of named authorised person aged 18 years or over (unless parent).

## **3. Responding appropriately to suspicions of abuse/disclosures and sharing information with Outside Agencies**

The first concern of High Kirk Community Playgroup will always be the child. Children will be respected, listened to, reassured and helped.

To achieve this staff will:

- Record changes in children's behaviour/appearance, visible marks and disclosures made by children.
- Share records/observations with the Single Point of Entry Team if High Kirk Community Playgroup believes an adequate explanation for changes in a child's condition have not been provided.
- Share record of disclosure with the Single Point of Entry Team and inform social worker assigned to the playgroup that a referral has been made.
- Inform the parent/carer that a referral has been made (unless otherwise recommended by the Single Point of Entry Team.)
- All records will be kept in compliance with the Confidentiality Policy.

- Appropriate records will be kept of the suspected abuse/abuse by the Supervisor and the child's keyworker will be informed.
- The record will include:
  - Name, address and age of child
  - Timed and dated observations (without comment or interpretation).
  - Exact quotation from the child/adult.
  - Date, name and signature of person recording disclosure/suspicion.
- During a child protection investigation High Kirk Community Playgroup's aim is the safety of the child and to continue to provide a safe, caring and educational environment for the child.
- High Kirk Community Playgroup always aims to support parents/carers and will continue, when possible, to uphold this aim during a child protection investigation.

#### 4. **Responding appropriately to allegations/suspicions of abuse by a staff member**

The first concern of High Kirk Community Playgroup will always be the child. Children will be respected, listened to, reassured and helped.

To achieve this the Supervisor:

- will record the allegation, if it has not been made against them. The record will include:
  - Name, address and age of child
  - Timed and dated observations (without comment or interpretation).
  - Exact quotation from the child/adult.
  - Date, name and signature of person recording disclosure/suspicion.
- will inform the member of staff that an allegation has been made against them and give them the opportunity to give their account of the circumstances and record it.
- speak with the members of staff who were present and record their account of the circumstances.
- will inform the Committee Chairperson, Mrs Ruth Millar.
- Thereafter safeguarding issues in relation to staff is the responsibility of the Committee Chairperson.

- If the allegation is against the Supervisor the Committee Chairperson will then take the responsibility of collating the information and informing the Single Point of Entry Team and the Social Worker assigned to the playgroup, Mrs Emer Gallagher, or a member of the Early Years Team.
- The record will include:
  - Name, address and age of child
  - Timed and dated observations (without comment or interpretation).
  - Exact quotation from the child/adult.
  - Date, name and signature of person recording disclosure /suspicion.

## **5. Confidentiality**

To achieve confidentiality the Supervisor/Committee Chairperson will endeavour to ensure:

- Concerns and subsequent discussions will be rigorously, accurately and objectively recorded. These records, in compliance with Confidentiality Policy, will be kept in a lockable secure place.

## **Bullying**

Bullying type behaviour is highly distressing and damaging for children and will not be tolerated in High Kirk Community Playgroup. Any complaint by a parent/carer that their child is, or may be bullied will be fully investigated by the Supervisor. (See Non-Bullying Policy).

## **Mission Statement of Care for Staff**

We at High Kirk Community Playgroup are aware that dealing with and reporting abuse can be a distressing experience for staff and volunteers. The Playgroup Supervisor and Committee Chairperson will endeavour to support all staff members during any referrals or proceedings in adherence to the Confidentiality Policy/Child and Adult Protection and Safeguarding Policy and Procedures.

**Child and Adult Protection and Safeguarding Policy and Procedures has been adopted by High Kirk Community Playgroup**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Committee Chairperson)

## **Useful Addresses and Telephone Numbers**

### **Report Concerns to**

Single Point of Entry Team  
Referral Gateway Team  
Oriol House  
2 – 8 Castle Street  
Antrim  
BT 41 4JE

TEL: (028) 9442 4459

### **At any time I can talk to the**

A duty social worker is available to take your call, Monday – Friday, 9.00am – 5.00pm (excluding public holidays).  
An out of hours emergency social work service can be contacted after 5.00pm.

### **Northern Health and Social Care Trust Ballymena and Antrim**

Early Years Team  
Raphael House  
11b Fenaghy Road  
Galgorm  
Ballymena  
BT42 1HW  
Telephone: 028 2563 5110

### **High Kirk Community Playgroup**

Mrs Lorraine Dempsey (Supervisor)  
High Kirk Community Playgroup  
65 - 71 Thomas Street  
BT43 6AZ  
TEL: 02825 644834

Mrs Ruth Millar (Chairperson)  
High Kirk Community Playgroup  
65 – 71 Thomas Street  
BT43 6AZ  
TEL: 02825 64483

Mrs Elaine Wray (Deputy Supervisor)  
High Kirk Community Playgroup  
65-71 Thomas Street  
Ballymena  
BT43 6AZ  
TEL: 02825 644834

### **PSNI**

26 Galgorm Road,  
Ballymena  
BT43 5EX  
(028) 2586 1561

## Recording Allegations or Suspicions of Abuse

- Name of child \_\_\_\_\_
- Age \_\_\_\_\_ Date of Birth \_\_\_\_\_
- Any special factors i.e. Special Needs \_\_\_\_\_
- Parent/Guardians name \_\_\_\_\_
- Home address \_\_\_\_\_
- \_\_\_\_\_
- Telephone Number \_\_\_\_\_
- Nature of concern \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Date \_\_\_\_\_ Time \_\_\_\_\_
- Physical signs  Behavioural signs  Indirect signs
- Has the child been spoken to? \_\_\_\_\_
- Have the parents/guardians been spoken to? \_\_\_\_\_
- Has there been a named abuser? Yes  No
- If yes please record named abuser \_\_\_\_\_
  
- Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Witness to disclosure/observation)
  
- Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Child Protection Officer)