



Safeguarding policy and procedures

Last review: June 2021

Next review: June 2022

Mud Pie Explorers policies and procedures are working documents; therefore, they will be reviewed annually and when the need arises through changes to legislation or practice.

Safeguarding definition: protecting children from maltreatment; preventing impairment of health or development; ensuring children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. Children are people under 18 years of age, therefore this policy covers our responsibilities to young people that volunteer with us.

Mud Pie Explorers acknowledges that safeguarding issues can arise anywhere and have a 'it could happen here' attitude. We actively encourage team members, parents/carers and other stakeholders to share any concerns they may have about a child that is in our care. You will be supported through the process of making a disclosure.

All team members are aware of the increased vulnerability of children with disabilities and that the needs of all children are paramount.

Safer culture

Our commitment and approach to safeguarding children and promoting their welfare is embedded within our company. We promote a safer culture through the following policies and procedures:

- Admissions
- Disciplinary and capability
- Health and Safety
- Inclusion, equality and diversity
- Induction and training
- Peer on peer abuse
- Planning and assessment
- Risk benefit assessments
- Safeguarding
- Safer recruitment
- Supervision
- Wellbeing policy
- Wellbeing support planning
- Whistleblowing

We do not use corporal punishment and make sure that no-one caring for children, in regular contact with children, or living or working where childcare is provided, uses corporal punishment.

The language we use teaches body autonomy and empowers children e.g. 'stop means stop' and 'no means no'. We also use opportunities to discuss internet safety as they crop up. All team members adhere to a clear code of conduct which has clear guidelines on acceptable behaviour. The code of conduct is discussed and reviewed annually as a team as a part of internal safeguarding training to ensure that we keep safeguarding high on everyone's agenda.

Responsibilities

Every team member is responsible for ensuring the safeguarding and promoting the welfare of children and young people. This is made clear in job/ role descriptions, person specifications and our code of conduct.

Nickie Corr, Managing Director, is our designated Safeguarding Lead. Mandy Collier-King is the Director with a responsibility for safeguarding issues. Their contact details, and those of the LADO, are printed on the back of each team members ID card.

If concerns arise

If a team member sees or hears something that concerns them, they will ALWAYS share their concerns, however small. This may be anything that they feel is a concern including possible neglect, sudden or unexplained changes such as eating habits or general behaviour. All details must be recorded on a safeguarding log form and passed onto the Managing Director the same day. Ongoing concerns will be recorded, shared and discussed with other team members who come into contact with the child.

Dealing with disclosures

If a child tells a team member something which raises concerns that a child is at risk of harm in any of the following areas:

- Physical
- Sexual
- Emotional
- Neglect
- Radicalisation (the process that moves a person to legitimise their support or use of violence).

the following steps will be followed:

- Listen at the child's pace. Acknowledge what is being said, let them know they did the right thing in talking about it and that it's not their fault. Use TED- tell me about it, explain to me, describe it for me.
- Avoid closed and leading questions.
- Timescales are important. For example, 'when was the last time this happened?'
- Remember that you must not promise to 'keep a secret'. The adult should make it clear that there are limits to confidentiality at the beginning of the conversation and that you will have to share the information.
- Reassure the child that they have done nothing wrong and that they have done the right thing in letting someone know.
- A safeguarding log form will be completed and shared with the Managing Director on the same day.
- Be prepared to answer the 'what happens next?' question.

Team members will be informed of the outcome of their reported concern. If they are unhappy with the outcome they can discuss it with the Managing Director or call the local authorities Access and Response Team (ART) themselves for further advice.

Children at immediate risk of harm

If a team member has reason to believe that a child is in immediate risk of harm a referral should be made to ART or the Police immediately. Anyone can make a referral. If the Managing Director does not make the referral she will need to be informed immediately.

Concerns about another team member

If a team member has concerns about a colleague may have:

- Behaved in a manner that may have harmed a child
- Possibly committed a criminal offence against a child
- Behaved towards a child in a way that indicates that he/ she would pose risk of harm if working regularly or closely with children

The child and the adult about whom the allegations have been made should NOT be questioned. The Managing Director should be notified immediately, who will contact ACT. If the concerns are about the Managing Director, Mandy Collier-King (designated Safeguarding Director) should be contacted on 07557 943372. If a team member is uncertain of a course of action they should contact ART for advice on 01454 866000.

We will act swiftly and make appropriate referrals where an allegation is made that a member has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children. In such cases the Access and Response Team shall be contacted for guidance on 01454 866000.

Concerns about our safeguarding practice

If a team member has concerns about our safeguarding practice they are invited to discuss the matter with Nickie or Mandy, in line with our whistleblowing policy.

If this is not possible or the team member feels the issue is not resolved after speaking with them they are advised to contact the Local Authority Designated Officer (LADO) on 01454 866000 or the NSPCC whistleblowing helpline on 0800 028 0285/ help@nspcc.or.uk.

The process of information sharing

All safeguarding concerns, however small they may seem, need to be shared. Each team member is responsible for ensuring the Managing Director is aware of concerns. If this is done verbally it is ALWAYS followed up by sending Nickie a safeguarding log form on the same day. All details will be recorded in a factual way, with no speculation and will be safely stored. When concerns arise within a local school or other setting our concerns will also be shared with the Safeguarding Lead there. In schools this will usually be the Head.

All data is handled in accordance with the requirements of the Data Protection Act 2018 and Human Rights Act 1998. Reasonable steps will be taken to ensure that sensitive information about a child or the child's family is only disclosed to those people who need to know. The information sharing flowchart for safeguarding produced by South Glos Council will be referred to as required. There are copies in the office and in each team members form file.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the Managing Director and the designated member of staff for Safeguarding at the setting. The best interests of the child come first, this overrides our obligations regarding confidentiality.

Upon receiving information the safeguarding lead (deputy in their absence) will decide what will happen next. This may be actions to:

- Remove the risk
- Avoid the risk
- Reduce the risk
- Accept and manage the risk

Some example actions are:

- Keeping the record in case further information comes to light so a wider picture can be obtained.
- Contacting Mandy Collier- King and / or the Assessment and Response Team (ART) for advice.
- Meeting/ calling with the family to discuss the needs of the child.
- Contacting ART to make a referral for a service with the consent of the family is safe to do so, otherwise without their consent.
- Referring/ signposting the family to local services for support.

The safeguarding lead (or deputy in their absence) will communicate with Mandy Collier- King, (the Director with responsibility for safeguarding) as required. Any safeguarding issues will be reported to the Directors of MPE.

If a child is removed from our setting after the raising of concerns with a parent/ carer the safeguarding lead will inform ART of our concerns, no matter how insignificant they may appear.

Photographing/ videoing children

We will not allow images of pupils to be used on websites, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name. Children will always be asked if they are happy to have their photos taken. Also, if the parent gives permission, we will then ask for permission of the child for their images to be used.

Photos/ videos taken on mobile phones must be stored on the company "OneDrive" which is password protected. They must only be used for Mud Pie Explorers and never for personal use. The only exception being when photos are of our own children and no one else.

We cannot however be held accountable for photographs or video footage taken by parents or members of the public.

Emotional support for team members

Listening support/ debriefing is offered to team members that have found working with safeguarding issues challenging either from their line manager as soon as possible and also through the supervision process.

Reviews

There will be an annual review of this safeguarding policy and procedures as well as a documented review of all safeguarding paperwork. This will be conducted by the safeguarding lead and the designated safeguarding Director.

Date	Details of Change
Dec 18	Changed Nickie to Managing Director. Added photos stored on OneDrive.
Feb 19	Added that children with disabilities are more vulnerable to abuse. Added if a child leaves our setting after concerns raised, we will share info with ART.
Mar 20	Updated personal conduct. Added about corporal punishment. Safeguarding log updated.
May 20	Added contacting children during covid 19. Moved personal conduct into separate code of conduct document. Added this policy is relevant to the young people who volunteer with us all those under 18.
June 20	Added the section about 'safer culture' referring to other policies and procedures. Added reviews.
June 21	Removed contacting children during covid 19 lockdowns. Made document more succinct
Date of next review: Jun 2022	

This form must be forwarded to the safeguarding lead on the day of completion.

Safeguarding and wellbeing log	Childs full name:			
	Session attending:			
Type of concern: Child protection Safety/ security Other				
<p>Record of concerns:</p> <ul style="list-style-type: none"> • What are you worried about? Why are you worried? How worried are you? • Include what you saw (when and where), what you said (when, where, to whom), what was said to you (when, where, who by) • What you did • If applicable, include the child's exact words and/or size, shape and location of any injury • Include as much context as possible • Continue overleaf if necessary 				
Signs of safety. What is working well?				
What do you want to happen?				
Info shared with parents/ carers? If not, why not?				
External agencies notified?				
Name of team member		Signature		Date & time
Date passed onto safeguarding lead				
Decision/ action taken with date				

Safeguarding: Equality Impact Assessment Screening Tool

This document must be completed in respect of any new or major change to Mud Pie Explorers CIC policy or procedure.

		Yes/No	Rationale
2.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	• Race	N	
	• Ethnic origins (including gypsies and travellers)	N	
	• Nationality	N	
	• Gender	N	
	• Religion or belief	N	
	• Sexual orientation	N	
	• Age	N	
	• Disability - learning disabilities, physical disability, sensory impairment and mental health problems	N	
2.	Is there any evidence that some groups are affected differently?	N	
3.	If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?	N	
4.	Is the impact of the policy/guidance likely to be negative?	N	
5.	If so can the impact be avoided?		
6.	What alternatives are there to achieving the policy/guidance without the impact?		
7.	Can we reduce the impact by taking different action?		
		Comments	
8.	Actions identified following screening process		
9.	Screening identified a full impact assessment.		

If you have identified a potential discriminatory impact of this policy/procedure, please refer it to the next Directors meeting, together with suggested actions required to avoid/reduce this impact.