



Safeguarding children

1.10.2 Staff protection: policy and procedures

Policy statement

This policy aims to highlight the important issue of safe practice for staff whilst working with children. Sometimes allegations of abuse are made against workers in day care settings. Whilst this can be distressing, every allegation must be investigated thoroughly and independently to take account of the best interest of the child and to allay any lingering doubts or suspicions that may be apparent. All paid or voluntary staff are encouraged to demonstrate exemplary behaviour in order to safeguard children and ensure their welfare and also protect themselves from false allegations.

Procedures

All staff must;

- Always work in an open environment, avoiding private or unobserved situations.
- Treat all children equally, with dignity and respect;
- Build balanced relationships based on mutual trust which empowers children to share in the decision making process;
- Keep a written record of any injury or incident that occurs, along with all people involved and any action or treatment given (See Accident Policy);
- Accidents/incidents must always be reported to parents/carers on the day and a signature is required;
- Report any concerns about the conduct of a colleague or volunteer.
- Not spend time alone with any child or children away from the view of other staff.
- Not engage in rough, overly physical or sexually provocative games.
- Not engage in any form of inappropriate touching.
- Not allow children to use inappropriate language.
- Not make sexually suggestive comments or jokes to a child.
- Not reduce a child to tears as a form of control.
- Not allow allegations made by a child go unchallenged, unrecorded or un-acted on.



This policy was updated and reviewed in:

Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	