



CHILD PROTECTION POLICY

NAME OF ORGANISATION: Hertford Selections Children's Centre

Designated person for child protection: Valerie Wrangles - Centre Manager

LEAD AGENCY The Sele School

Designated person for child protection: Sharon Gray – Deputy Head

WE RECOGNISE that the welfare of children and young people is paramount and that they have the right to be cared for and protected. Our duty of care commits us to do everything we can to provide a safe and caring environment for children to attend activities with their parents and carers.

WE WILL:

- provide a supportive environment where babies and young children are treated with respect, where we can celebrate their achievements alongside their parents and carers:
- carefully recruit and select all staff and/ or providers whether paid or voluntary, checking documentation and relevant CRB checks:
- provide appropriate safeguarding training for all staff
- follow the local safeguarding procedures for Hertfordshire: (HSCB)
- respond to concerns and allegations appropriately.

WHERE THERE ARE CONCERNS about the welfare of any baby or young child it is expected that those concerns will be shared immediately with the designated person for child protection;

- A record of the concern and action taken will be kept for monitoring purposes.

Whenever appropriate, those concerns will be shared with parents /carer's and they will be encouraged to access the centre and partner agencies to receive the support needed to ensure the safety of the child.

Where an immediate concern arises there may be occasions where it is necessary to contact Hertfordshire Children Schools and Families client services for further guidance without prior consent.

Staff are expected to maintain a professional approach to maintaining confidentiality. Details of any action or ongoing investigation will only be shared with those who have a need to know in order to safeguard the child.

The centre operates under contract with the Local Authority. Personal records and details about events attended are processed (collected, stored and used) in a manner that is compatible with the Data Protection Act. Parents may at any time request to see a copy of their record as it is held electronically.

Where a complaint or allegation is made against a member of staff or volunteer it should be directed through either of the designated persons listed above and will be investigated in accordance with HSCB procedures via the Local Area Safeguarding Officer details can be found on –

www.hertssafeguarding.org.uk