



Cornerstone Learning Child Protection / Safeguarding Policy

Policy Statement

Name of the Designated Safeguarding Lead (DSL): Carina Greening

Safeguarding is everyone's responsibility. Everyone in contact with children and their families has a role to play in safeguarding. Our role is to comply with the statutory requirements in the Early Years Foundation Stage (EYFS) and the Childcare Registers and to protect the children in our care.

Some of the ways we fulfil this responsibility are to keep this policy updated, stay up-to-date with changes to child protection threats and complete regular safeguarding training. Every child in our setting has a named key person and the designated safeguarding lead (DSL) works closely with the Local Authority Safeguarding Partners and follows their advice in relation to child protection and safeguarding concerns.

We are aware of the 4 main types of abuse – physical, emotional, neglect and sexual.

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your decision to act or not. Abuse can occur within many situations including the home, school and the community. Some individuals will actively seek employment or voluntary work with young people and children in order to harm them.

As Child Care for children with additional and communication needs, will ensure that

- The welfare of the child is paramount
- All children, whatever their age, culture, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

We endeavour to create an environment where children are safe from abuse, and any suspicion of abuse is promptly and appropriately responded to. In order to achieve this, we will:

- Exclude known abusers. All tutors working with children will have to go through safe recruitment and making sure that enhanced DBS check is in place which will be updated annually. Anyone interviewed for a tutor position will need to show understanding of safeguarding that is relevant to the role of working with children.
- All tutors working with children will have mandatory safeguarding training which will be renewed a minimum of every 3 years. Safeguarding training helps staff recognise the



symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse and to know what to do about their concerns.

- Cornerstone Learning as ABA childcare and has 3 directors with safeguarding training and all three have safeguarding training.
- Completion of incident forms. If involved in any incident, which results in injury or may raise a concern about our own actions or those we work directly with, an incident form should be completed.
- Prevent abuse by means of good practice. The Cornerstone Learning should ensure best practice as outlined in this document
- Respond appropriately to suspicions of abuse.

o Changes in children's behaviour and/or appearance will be investigated. All such suspicions and investigations will be kept confidential, shared only with those who need to know - usually the member of staff concerned, and the designated safeguarding lead and directors of Cornerstone Learning CIC.

o All concerns should be reported to the dedicated safeguarding leads in the first instance and appropriate action will be taken and appropriate authorities contacted (such as social worker or Local Safeguarding Children Board etc)

o In the case of a tutor perceived to be acting inappropriately, issues should be raised with dedicated safeguarding lead and the family concerned.

o Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record should be set up by the safeguarding lead.

o The record will include timed and dated observations, objectively describing the child's behaviour and/or appearance, without comment or interpretation, including where possible the exact words spoken by the child. Each entry will be signed and dated by the recorder.

o If it is felt that adequate explanations for changes in the child's condition have not been provided, the confidential records will be shared with the Social Services Department at The child's parents will be informed when this is done. Details will be kept of the registering authority, including names, addresses and telephone numbers of individual social workers, to facilitate a good relationship in an emergency. Details of the local NSPCC or other contact/s will also be kept as appropriate.

o If an allegation is made against a parent or tutor by an outside agency, the designated safeguarding lead and Cornerstone Learning CIC staff, will cooperate fully in any investigation. Any attendance at meetings will be on a pro-bono basis. The following actions should be taken:



- i. Inform Safeguarding lead and person involved of any allegation
 - ii. Keep a contemporaneous record of all conversations with agencies and parents
 - iii. If asked to write a letter or report in support or otherwise ensure the report letter is factual and does not include any judgements.
- Support families. We take every step in my power to build up trusting and supportive relationships between families and staff and volunteers, with the proviso that the care and safety of the child must always be paramount.

It is recognised that the behaviours of children with autism are atypical and making judgments in these circumstances is therefore more difficult.

Good Practice

Being involved with children puts people in a position of trust, where they are contributing to the child's education. For their own protection, member of the staff as well as direct must not allow themselves to be drawn into any act or behaviour, which is capable of being misunderstood;

The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always trying to work in an open environment
- Ensuring you are not left on your own with children but that another adult is present
- Treating all children with respect and dignity.
- Always putting the welfare of each child first
- Maintaining a safe and appropriate environment
- Involving parents/carers wherever possible (e.g. for the responsibility of their children).
- Securing parental consent in writing when necessary for community trips etc.
- Affiliating yourself with the child protection and other relevant policies of schools and other organisations where you may be required to work

Practice to be avoided

The following should be avoided except in emergencies.



- Avoid spending any time alone with children away from others.
- Avoid community trips unless accompanied by the parent.
- Avoid physical contact unless using physical guidance for teaching, which should be clearly planned and discussed with parents

Practice never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in sexually provocative games
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive comments to a child, even in fun
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon

Guidelines for Photos and videos

Parents will sign a consent form if a child is to be pictured or video. The purpose of the material should be stated on the form and it should not be used for any other purpose.

When using video footage or photographs children and families should never be named.

Further Information:

NSPCC Child Protection Helpline 0808 800 5000 is a free 24 hour service which provides counselling, information and advice to anyone concerned about a child at risk of abuse. There is a website which is <https://www.nspcc.org.uk/what-is-child-abuse/>

Additional:

Hampshire Children's Services: 0300 555 1384

Professionals

For children living in the Hampshire Local Authority area, professionals should complete the online [Inter-agency Referral Form](#) for all social care referrals, information shares/requests and updates. The [Hampshire and Isle of Wight Safeguarding Children Partnerships and Children's Trust Thresholds Chart](#) can help you to identify the risks and types of services a family may need.



For urgent child protection enquiries, professionals can telephone: 01329 225379. The [FAQ](#) section includes detailed information regarding the Children's Reception Team (CRT) and the Multi-Agency Safeguarding Hub (MASH).

More information on how to make a referral can be found on the [HIPS Procedures website](#).

Concerned about someone working with children?

If you have a concern about a member of staff working with children (in either a paid or voluntary capacity), contact the Local Authority Designated Officer (LADO) on 01962 876364.

For further guidance and the role of the LADO, please see Hampshire County Council's guide on [Allegations against people in a position of trust](#) and the [Allegations Against Staff or Volunteers HIPS Procedure](#).

Quality Assurance

Cornerstone Learning will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures. The directors will ensure action is taken to swiftly remedy any identified weaknesses within its procedures.

Policy Dates

This policy was written and takes effect February 2024

Paulina Malolepsza BSc
Director at Cornerstone Learning CIC