



## **Safeguarding and Safer Recruiting Policy**

### **Rationale**

*At Weybridge Children's Centre we have developed thorough and rigorous systems to ensure that children are safeguarded by the robust and efficient child protection and recruitment systems and procedures.*

*Weybridge Children's Centre believes that high quality dedicated staff are the key to a successful Centre and will ensure that all staff are recruited following correct and thorough vetting procedures.*

*Weybridge Children's centre has written this policy to ensure that best practice and procedures are carried out at the Centre. This policy complies with the Surrey Safeguarding Children's Board. For full terms see Surrey County council website: Children's Services Threshold Document, Safeguarding Children Unit, and a hard copy can be found in the centres' safeguarding folder.*

### **1. Aims**

- *All members of staff at the Centre are diligent and understand clearly the need for robust child protection procedures which are vigorously implemented and followed.*
- *Members of staff at the Centre will be vigilant and understand how to identify possible signs of abuse.*
- *To ensure excellent communication at all levels which results in a swift response and cohesive action to safeguard the child or adult by a range of partner agencies and professionals.*
- *To implement Safer Recruiting procedures when appointing staff and volunteers and ensure through checking and vetting procedures prior to commencing an appointment at the Centre.*



## **A Definition of Child Abuse**

***‘Child abuse consists of anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospects of a safe and healthy development into childhood.’***

National Commission of Inquiry into Prevention of Child Abuse 1996

## **Implementation of Policy**

### **Prevention**

At Weybridge Children’s Centre we will:

- Seek to maintain an ethos where children feel secure, are encouraged to talk and are listened to.
- Ensure that children know that there are adults in the Centre whom they can approach if they are worried or in difficulty.
- Include in the activities and services learning opportunities for personal, social and emotional education which will help provide children with the skills and confidence they need to stay safe and know who to turn to if they require assistance and support.

### **Procedures – See Child Protection Policy for More Detailed Policy**

We will follow the procedures set out in the on-line document produced by the Safeguarding Board at Surrey Local Authority.

The Centre will ensure that:

- The appointed member of staff with overall responsibility for Safeguarding has undertaken training provided by the Local Authority. In most cases this will be the Centre Leader. In their absence a deputy must be appointed to assume the responsibilities of the designated person-normally the Outreach Worker.



- Members of staff develop a comprehensive understanding of the signs which indicate possible abuse and how they must record and communicate this to the designated member of staff.
- Parents, carers and visitors to the Centre understand the responsibility of the Centre for protecting children. This is communicated on the centre notice board and website.
- Ensuring that the Centre adheres to the policies and procedures of the local Safeguarding Board.
- Maintain detailed written records of any child protection and safeguarding incidents including any action taken as a result.

***Members of Staff at the Centre have responsibility for:***

- Knowing the name of the designated person and their role in protecting children and adults from harm.
- Communicating any possible child protection issues immediately to the designated person.

**Supporting children**

Weybridge Children's Centre will support all children by:

1. Encouraging self-esteem and self-assertiveness, whilst never condoning aggression or bullying,
2. By promoting a Centre ethos of a caring, positive and safe environment, this promotes the social, physical and moral development of the individual child.
3. Liaising with other agencies which support the child such as the child's Health Visitor.
4. Keeping records and notifying the Contact Centre on 03456 009009 as soon as there is significant concern.
5. Drawing up and implementing the anti-bullying policy.
6. Following a referral staff should remain sensitive to children's emotional needs.

**Confidentiality**

- The Centre will treat all safeguarding and child protection incidents in the greatest of confidence. Information will only be shared with staff and professionals who have a responsibility for caring and supporting the child.



- The designated person has the responsibility to refer child protection or safeguarding issues to relevant agencies and will share all information necessary to ensure that children are protected from harm.
- Members of staff must be aware that they are not permitted to keep or promise to keep secrets if the safety and welfare of children is at risk.

### **Safer Recruiting and Disclosure Barring Service (DBS)**

***Weybridge Children's Centre complies fully with the Disclosure Barring Service (DSB) process in police-checking all staff members, as outlined in our Child Protection Policy. It complies fully with the DBS Code of Practice and Data Protection Act 1988, regarding the correct handling, use, storage, retention and disposal of Disclosure information.***

Weybridge Children's Centre is committed to the fair treatment of staff and undertakes to treat all applicants for positions fairly. Applicants are made aware at interview that a Disclosure will be requested in the event of an individual being offered a position at the Centre.

- Cleves School, the Centre's lead school, uses the organisation 'Harwin Associates Ltd' to oversee the processing of Disclosure information and in conjunction with them we are committed to the following:
- The Centre will only appoint staff having carefully considered the following evidence;
  1. *DBS Disclosure*
  2. *References*
  3. *Full Employment History*
  4. *Qualifications*
  5. *Interviews*
  6. *Identity Checks*
- Disclosure information is kept in lockable, non-portable containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.
- In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. It is a criminal offence to pass Disclosure information to anyone who is not entitled to receive it.
- Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
- Once a recruitment decision has been made, Disclosure information is not kept for any longer than is necessary. Information may be held for a period of 6 months, to allow for resolution of disputes or complaints. If it needs to be kept for longer, the CRB will be consulted.



- Once the retention period has elapsed Disclosure information will be destroyed by a secure means, e.g. by shredding.

Weybridge Children's Centre will not keep any photocopy or other image of a Disclosure, or any copy or representation of the contents of a Disclosure.

The records kept are:

- *Date of issue of a Disclosure*
- *Type of Disclosure requested (Enhanced etc)*
- *Position for which the Disclosure was requested*
- *The unique reference number of the Disclosure*
- *Details of the recruitment decision taken*

**For further information please contact:**

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It is intended that by adopting this policy and keeping staff, volunteers, families and the school governors informed/trained and up-to-date with procedures, the Centre can avoid the need for complaints. However, the Children's Centre Leader is the first point of contact should any queries arise over this policy and its related procedures