

**You ask to see the safeguarding policies and procedures for your setting but they do not have any.**

**Why is this poor practice?**

**Answer**

How do staff know what to do if there are no policies or procedures for guidance? All settings must have policies and procedures. This is for the protection of the children and the staff.

**You overhear your colleagues talking about their sex lives within earshot of a child.**

**Why is this poor practice?**

**Answer**

This is not acceptable and can be classed as sexual abuse as the child is being subjected to inappropriate sexual discussion. You must report this to your line manager immediately.

**You see a member of staff slap a child who he says is being 'silly'. You do nothing about this.**

**Why is this poor practice?**

**Answer**

If a member of staff had assaulted a child, the line manager should be informed immediately. Assaulting a child may lead to dismissal and is a criminal offence.

**A child tells you that a member of staff has hit her. She is known to make up stories, and this has happened before. You think about what she has said and decide to do nothing.**

**Why is this poor practice?**

**Answer**

All allegations of physical abuse must be reported whatever the circumstances. Hitting a child is unacceptable and, if true, is an assault against the client. Assaulting a child may lead to dismissal and is a criminal offence.

**You fax a report of a suspected abuse case to your company's head office.**

**Why is this poor practice?**

**Answer**

By faxing a child's personal information you are breaching confidentiality as you are making their records 'public'. You don't know who will pick up the report at head office. It may get lost between the fax machine and the person that it is being sent to.

**The manager of your setting gives you free access to all of the children's records. She points out the files that contain safeguarding information and tells you to read them.**

**Why is this poor practice?**

**Answer**

You only need access to the files of children that you are responsible for and only to information that is needed for you to carry out your job effectively. You do not need to know the personal information of children that you are not working with. This is breaching confidentiality.

**A member of staff in your setting refuses to work with one child because he is 'smelly'.**

**Why is this poor practice?**

**Answer**

This is discriminatory practice but can also be classed as emotional abuse and neglect as this child is being purposely left out. You must report this to your line manager immediately so that he/she can deal with the member of staff appropriately. This may include following disciplinary procedures.

**You hear a group of carers gossiping about another carer who they think is a paedophile. You join in the conversation**

**Why is this poor practice?**

**Answer**

You do not know the facts of the case and should not be discussing this with staff, particularly if there is an ongoing investigation in the setting. Any discussions of sensitive personal matters in the workplace are inappropriate.

**A member of staff has been very busy at work. She doesn't have time to update the children's records so takes them home.**

**Why is this poor practice?**

**Answer**

Files containing personal information about the children should not be taken off the premises unless it is for a protection conference. Confidentiality is being breached. This may be a dismissible offence.

**A member of staff makes a mistake when updating a child's records and uses correction fluid to correct the mistake.**

**Why is this poor practice?**

**Answer**

By using correction fluid, a record is not a true and accurate reflection of your observations. Mistakes should have a line drawn through them. By using correction fluid, it may be assumed that you are 'hiding' something or have returned to files at a later date to change information.

**A member of staff is constantly shouting at a child and calling her 'stupid'. You choose to ignore this.**

**Why is this poor practice?**

**Answer**

This is a form of emotional abuse. You should always report incidents of poor practice like this to your line manager as it is unacceptable for practitioners to behave in this way.

**All of the children are forced to have an afternoon nap so that staff can update their reports.**

**Why is this poor practice?**

**Answer**

As children get older, they need less sleep. Many of the older children in a pre-school setting may not need to have an afternoon nap. The needs of the children are being ignored in this case. Staff may like to have some quiet time to update their records, but it should not be at the expense of the children.

**Free training on safeguarding is provided by the local authority. None of the staff are allowed to attend.**

**Why is this poor practice?**

**Answer**

Staff need to understand legislation and their own responsibilities in relation to safeguarding. If one member of staff was allowed to attend, they could pass on the information to colleagues on their return.

**A child in your setting has multiple bruising. You immediately phone the duty social worker.**

**Why is this poor practice?**

**Answer**

You should report all concerns and incidents to your line manager or equivalent if the line manager is not available. Your manager will deal with the investigation and keep you informed of what is happening on a 'need to know' basis.