

**Your line manager has arranged training for safeguarding in the workplace.**

**Why is this good practice?**

**Answer**

This will provide an update for all staff in the setting. The training will ensure that policies and procedures are consistently followed by all staff. Some staff may not have had any training for the safeguarding of children.

**Your setting regularly reviews its policies and procedures around safeguarding.**

**Why is this good practice?**

**Answer**

To ensure that all policies and procedures are current.

**Staff only talk to each other on a 'need to know' basis about a child who is suspected of being abused.**

**Why is this good practice?**

**Answer**

One reason is to prevent rumours from spreading. If a member of staff is suspected of abusing a child, this might lead to evidence being lost or changed.

**Information about children is only shared with learners on placement on a 'need to know' basis.**

**Why is this good practice?**

**Answer**

In order to maintain client confidentiality, sensitive information is only shared with learners on placement if it is required for them to carry out their tasks effectively.

**The setting runs training sessions for the children to raise awareness of safeguarding.**

**Why is this good practice?**

**Answer**

The children will be given information to allow them to safeguard themselves. Children may feel that they cannot report abuse against someone who cares for them, fearing that this will make things worse.

**Your setting is committed to a multi-agency approach to safeguarding children.**

**Why is this good practice?**

**Answer**

This allows all services to share information and to support each other in safeguarding children, for example, childcare settings, social services and medical services.

**Organisations working with children are required to provide their staff with the policies and procedures for safeguarding. All staff have to sign to say that they have understood the procedures.**

**Why is this good practice?**

**Answer**

This ensures that all staff have received the information about safeguarding procedures and should therefore be able to follow the guidelines for reporting safeguarding issues.

**Your setting ensures all keyworker staff write detailed objective records for the children that they care for.**

**Why is this good practice?**

**Answer**

Records should be factual. Any records of opinion should be identified as such. Records provide evidence if abuse is suspected. Detailed notes and records will enable you to provide accurate evidence if there is an allegation of abuse or if a child is not meeting development needs.

**You cannot promise to keep a secret when a child discloses information regarding abuse.**

**Why is this good practice?**

**Answer**

You must report any instances of abuse and are not able to make any promises to keep secrets. You must tell the child this before they disclose the information. It is then their decision whether to tell you or not.

**A child is using behaviour that concerns you. You inform your line manager as soon as possible.**

**Why is this good practice?**

**Answer**

If you have concerns, you must always tell your line manager. Your concerns may not be taken any further but you must report any concerns that you may have. You may also not be aware of additional concerns that have been reported by your colleagues.

**Your setting provides training for all staff on producing objective records.**

**Why is this good practice?**

**Answer**

If there are any suspicions or allegations of abuse, the setting will need to share observations/records of the child. Staff training on producing objective records ensures that documentation is consistent and records are not subjective. Staff will only record what they actually see and hear.

**All staff are required to have a Criminal Records Bureau (CRB) check before they can begin to work in your setting.**

**Why is this good practice?**

**Answer**

A CRB check confirms whether the staff member has convictions including dishonesty, or sexual or violent offences. The member of staff may not be suited to working with children and you may have put the child at risk from harm if you have allowed them to work before the check has been carried out.

**You see a member of staff roughly handling a child, and you immediately tell your line manager.**

**Why is this good practice?**

**Answer**

The rough handling of a child is unacceptable and must be reported and monitored. This is an assault against the child.

**Confidential information was discussed at your staff meeting and has become gossip outside the setting.**

**Why is this good practice?**

**Answer**

Your manager holds an investigation. Why is this good practice? Your manager needs to source the 'leak' and to deal with this person appropriately. This person has breached confidentiality.

**Your setting regularly monitors the use of the computers at work.**

**Why is this good practice?**

**Answer**

This monitors the types of websites that the staff access. Accessing of some sites, including pornographic sites is not acceptable. Accessing websites containing sexual images of young children is a criminal offence.

**When planning the curriculum in your setting, you always incorporate Every Child Matters.**

**Why is this good practice?**

**Answer**

This ensures that the headings under Every Child Matters are being met through planning in the setting and the children have the support they need to – be healthy, stay safe, enjoy and achieve, make a positive contribution, and achieve economic well-being.