

## Safeguarding Policy

This policy applies to all candidates registered with Little Steps Nanny and Events Agency (video interview or face to face interview completed).

Little Steps Nanny and Events Agency believes everyone has a responsibility to promote the welfare of all children and young people, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

Some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues.

### Definitions For This Policy:

Agency: Little Steps Nanny and Events Agency of Little Steps Agency, Camberley, Surrey, GU17 9JR

Client: the person or firm who purchases Services from the Agency.

Candidate: a person introduced to the Client by the Agency to provide childcare services to the Client.

### Purpose Of This Policy:

- To provide clients and candidates with a guide to safeguarding children and themselves.
- To protect candidates, children, and young people

### Agency Obligations:

- The Agency shall obtain safer recruitment checks on all registered candidates
- The Agency suggests that all candidates hold a valid Paediatric First Aid Certificate or are willing to book a suitable Paediatric First Aid Training Course
- The Agency suggests all registered candidates obtain relevant Safeguarding training

### Candidates and Client Obligations:

- Candidates and Clients shall always listen to children and respect them
- Candidates and Clients should understand, follow and report any safeguarding and child protection concerns
- If Candidates and Clients are keeping records for child protection reasons, you don't necessarily need to get consent from the adults and/or children concerned.
- Should record all relevant details. This must be done regardless of whether the concerns are shared with the police or children's social care.
  - the date and time of the incident/disclosure

- the date and time of the report
- the name and role of the person to whom the concern was originally reported and their contact details
- the name and role of the person making the report (if this is different to the above) and their contact details
- the names of all parties who were involved in the incident, including any witnesses
- the name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or carers and any siblings)
- what was said or done and by whom
- any action taken to look into the matter
- any further action taken (such as a referral being made)
- make sure the report is factual. Any interpretation or inference drawn from what was observed, said, or alleged should be clearly reported as such.
- The record should always be signed and dated by the person making the report

Contact Details for NSPCC:

<https://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline/>

Some Training Suggestions:

- <https://learning.nspcc.org.uk/training/introduction-safeguarding-child-protection>
- <https://cpdonline.co.uk/courses/safeguarding/>
- <https://www.pacey.org.uk/training-and-qualifications/training-from-pacey/safeguarding-children-training/>
- <https://www.highspeedtraining.co.uk/courses/safeguarding/introduction-to-safeguarding-children-training-course/>
- <https://www.childprotectionuk.co.uk/>

Documents

In England, the Department for Education (DfE) provides the key statutory guidance for anyone working with children and young people: Working together to safeguard children (DfE, 2018). This sets out how organisations should work together to keep children safe. Sections 57 – 62 set out the requirements for voluntary, charity, social enterprise, faith-based organisations and private sectors.

The DfE's guidance What to do if you're worried a child is being abused (PDF) describes the actions to take if you think a child is being abused or neglected. (DfE, 2015)

The DfE has published a voluntary code of practice for out-of-school settings. It includes advice on safeguarding and child protection, staff suitability, and governance (DfE, 2020).