

Safeguarding Children Policy (Incorporating Child Protection Procedures)

The EYFS General Welfare Requirements state:

'All practitioners should have an up-to-date understanding of safeguarding children issues and be able to implement the safeguarding children policy & procedure appropriately.'

(EYFS:DCSF:2008,P22)

The section of the Childcare Register relating to this policy is: CR2.1-CR2.3

The Designated Senior Member of Staff at your site is:

Studley:	Katie Buckley	Crabbs Cross:	Anita Shepherd
Northfield:	Sayma Akhtar	Studley Infants:	Sally Grubb
Harry Taylor:	Debbie Manison	Wigwam:	Maggie Ziuber

Safeguarding and promoting the welfare of children - and in particular protecting them from significant harm - depends upon the effective joint working between agencies and practitioners that have different roles and expertise. Safeguarding children also includes looking after their well-being especially where, as practitioners we have knowledge and access to services that parents and carers may be unaware of and it is our professional responsibility to help and support them in accessing these services.

The Setting policy is to provide a secure and safe environment from harm and in which any suspicion of abuse is promptly and appropriately responded to. This should incorporate the freedom from abuse by nursery/club staff and professionals that come into contact with the children. To achieve this we must:

- **Exclude known abusers** - all applicants for work are informed of the Rehabilitation of Offenders Act 1974 exclusion clause and know that CRB and Medical checks are carried out. Specific Recruitment Procedures (SD1) are always followed and up to date and relevant references are also taken up on prospective employees. All employees work under a probationary period where they are closely supervised. During Induction Child Protection procedures are discussed and training needs analysed.
- **Provide adequate training** - to allow staff to recognise the signs and symptoms of possible physical abuse, sexual abuse, emotional abuse and neglect.



- **Prevent abuse by good practice** - by not leaving staff alone for long periods with individuals or groups of children. Allow discipline procedures to take place in full view of others. Adults who are not 'fit' persons cannot take children to the toilet unaccompanied.
- **Encourage self-confidence** - children are encouraged to be independent to name their own feelings and finding ways to express themselves. This enables children to have self-confidence and the vocabulary to resist inappropriate approaches.
- **Be vigilant** - by ensuring that the issues of child protection receive continuous attention and regularly review the way we operate to support this principle

What is the Common Assessment Framework (CAF)?

The CAF is a new way of working with children, young people and families. The CAF is a standardised approach to conducting an assessment of a child's additional needs. It helps you and the people working with you to make sure that you have the right services when you need them. There is a CAF Practitioners Guide available to view and download on www.everychildmatters.gov.uk/caf if you have not undertaken any awareness training. It is not for when you are concerned that a child may have been harmed or may be at risk of harm. In these instances the following procedure must be followed:

Child Protection Procedures:

The Setting has a duty to report any suspicions about abuse to the Local Authority. The Children Act 1989 (Section 47(1)) places a duty on the Local Authority to investigate such matters. The Setting will follow the procedures set out in the Local Authority Safeguarding Documents, an overview of which will be supplied to you in your Induction Pack, and as such will seek their advice on all steps taken subsequently.

All staff should be aware and take the time to read the Department of Health booklet 'What to do if you are worried a child is being abused' (DCSF:2006) and ensure they are aware that posters relating to this document are on display within the setting for their own or parents referral. Individual copies are available if required by contacting the number on the booklet.

Any early discussions with the child should follow the following basic principles:

1. Listen to the child, rather than question him/her
2. Never stop a child who is freely recalling significant events
3. Make a note of the discussion, taking care to record timing, setting and personnel as well as what was said using the relevant Report of Concern (HS2.1) and Record of Markings (HS2.2) if appropriate
4. Record all subsequent events up to the time of seeking specialist advice



The Safeguarding Officer (as specified at each site) will need to be informed by the staff member or Room Leader who has become aware of a concern over the child. A Report of Concern (HS2.1) form will need to be completed in all cases. Any subsequent discussions with parent and carers should be initiated via the Safeguarding Officer and thereafter under the guidance of Local Safeguarding Children's Board (LSCB) guidelines. All Report of Concerns will remain confidential, not be openly discussed and kept in a secure location in the office.

1. Physical Abuse

Action will be taken under this heading if the staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or a reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure

- a) Any sign of a mark/injury to a child when they come into Setting will be recorded on HS2.2 Record of Markings form
- b) The incident will be discussed with the parent/carer.
- c) Such discussion will be recorded and a note made on the child's Accident Tracker (HS1.2) filed in their development record and the parent/carer will have access to such records.
- d) If there appear to be any queries regarding the injury the Local Authority Social Care Team will be notified.

2. Sexual Abuse

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

Procedure

- a. The observed instances will be reported to the Manager or the Deputy.
- b. The matter will be referred to the Local Authority Social Care Team

3. Emotional Abuse

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.



Procedure

- a. The concern will be discussed with the parent/carer.
- b. Such discussion will be recorded and the parent/carer will have access to such reports.
- c. If there appear to be any queries regarding the circumstances, the matter will be referred to the Local Authority Social Care Team

4. Neglect

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including non-organic failure to thrive.

Procedure

- a. The concern will be discussed with the parent/main carer.
- b. Such discussion will be recorded and the parent/carer will have access to such records.
- c. If there appear to be any queries regarding the circumstances the Local Authority Social Care Team will be notified.

Ofsted also need to be informed of all referrals made to the Local Authority. Ofsted should be contacted as soon as is reasonably practicable but at the latest within 14 days of the allegation being made.

Professional Abuse Procedures

There may be times when nursery staff or a parent, become aware that their colleagues or a staff member may be involved in abuse of some kind and they are unable to follow the normal course of action.

This procedure is laid out to clarify the process in cases where this type of abuse is discovered.

- 1) If a staff member/parent has a suspicion that a colleague/staff member is involved in abuse or witnesses an act that could be described as abuse e.g. hitting or slapping a child then they must report the incident immediately to the Manager or the Deputy Manager.
- 2) If the abuse is thought to have been carried out by the Manager then the Deputy Manager and/or the Group Management Executive or Chief Executive should be informed and if the Deputy Manager is thought to be involved then the Manager and/or the Group Management Executive or Chief Executive should be informed.
- 3) If the abuse is thought to have been carried out by the Chief Executive then the Group Management Executive or Manager should be informed.



4) The suspected person shall be instantly suspended on full pay until the matter has been resolved through an investigation process.

In all instances the Local Authority Social Services Department and Ofsted should be informed and those procedures followed from that point.

Full Disciplinary measures will be taken against any member of staff found to be undertaking any form of abuse on children. Any proven incidents will be treated as a matter of Gross Misconduct and immediate dismissal without notice will be sought. The right to full pay whilst on suspension will also be withdrawn at this time.

Abuse to Professionals:

If any member of the setting staff is subjected to abuse by either:

- another member of staff
- a parent or carer
- anyone else concerned with the nursery

Then they should report this abuse immediately to the Designated Senior Member for Safeguarding.

If they find themselves in a situation which appears to be becoming abusive and out of control then they should walk away from that situation providing the care of the children is not undermined in any way.

To Contact Ofsted call **0300 123 1231**

**Ofsted
National Business Unit
Piccadilly Gate
Store Street
Manchester
M12 WD**

To contact the Local Authority call:

Studley

Social Service Duty Team Tel. 01789 269391 FAX. 01926 413602

Out of Hours Emergency Duty Team Tel. 01926 886922

CAF- Claire Cooling- 01926 461919

Crabbs Cross

Out of Hours Emergency Duty Team: Tel: *01905 768020*



Children's Service Access Centre- 01905 768054
CAF Co-ordinator: Jeff Barnard: 01527 556168
jbarnard@worcestershire.gov.uk

Northfield

Social Services Duty Team: Tel: 0121 303 5050
Bournville Police Station Tel: 0121 626 4000
Child Protection Officer @ Early years; Marie Foster 0121 303 6754

Other Useful Contact Numbers

General:

Childline 0800 1111

Pre School Learning Alliance

National Childminders Association 01208 4646164

NSPCC 0800 0184318 - 0800 800500 - 0800 0560566

Samaritans 0845 790790 - 0845 7909192

Family & Parents Advice Line 0800 0184318

Lone Parents Advice Line 0800 818 5026

NDNA 01484 541641

A Portfolio with cross-references and leaflets about these and other services can be developed within the nursery to act as a resource for parents and staff on Child Protection, Special Needs, Parenting and other child-related issues. (See example at Studley)

