

Clive School Nursery

Safeguarding Children Child Protection Policy and Procedure

Policy Statement

At Clive School Nursery childcare setting we believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognise that safeguarding the welfare of **all** children and young people is everyone's responsibility. We follow Shropshire Safeguarding Children Board (SSCB) procedures and acknowledge that the welfare of the child is paramount.

At Clive School Nursery it is our duty to respond promptly and appropriately to all concerns, incidents or allegations of abuse or neglect regardless of whether or not the child concerned attends our setting and make a referral without delay if necessary. We work in partnership with children, young people, their parents, carers and other agencies in accordance with SSCB procedures. Our statutory duties and supporting guidance are set out in The Safeguarding and Welfare Requirements in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2012, the Compulsory Childcare Register and Working Together To Safeguard Children 2013, a copy of this has been downloaded to refer to and is kept on the Administrator's Computer.

Every Child Matters five outcomes for children. This states that all children have the right to equal protection from all types of harm or abuse and the child's needs must come first.

The Children Act 1989 and 2004 - Safeguarding and promoting the welfare of children is defined as; protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Section 3 (5) of the Children Act 1989 states that the law empowers anyone who has care of a child to do all that is reasonable in the circumstances to safeguard his/her welfare.

All members of staff are familiar with the definitions signs and symptoms of abuse or neglect stated in Working Together to Safeguard Children March 2013 as set out in **Appendix A**.

Adult Roles

All staff are made aware of their individual roles in safeguarding and promoting the welfare of children including their responsibility to be alert to any issues for concern in the child's life at home or elsewhere. We ensure that all staff members undergo an induction process, are given copies of the procedures they must follow if they suspect abuse or neglect and are able to put these procedures into practice. On-going support is provided through regular supervision and appraisals.

All members of staff are expected to update their child protection training at least every three years.

The practitioner designated to take lead responsibility for safeguarding and child protection issues is: Mary Lucas.

The committee member who oversees this work is: Huw Dolphin

Our Designated Lead Practitioner will update their child protection/safeguarding training regularly and has specific responsibilities as listed in **Appendix B**

Responding to concerns

If it is necessary to raise a concern about a child, this will be discussed with the family and consent sought unless this may place the child at increased risk of significant harm, place any other person at risk of serious harm or obstruct a police investigation. If you feel that a child is in danger of significant harm you may over-ride a parent's withholding of consent.

If there are concerns that a child is at risk of abuse or significant harm the designated lead for safeguarding will telephone Shropshire Council's Initial Contact Team and make a referral. This referral will be made without delay. The name of the officer to whom details are given will be recorded. This will be followed up in writing within two working days. Where a child is considered to be in immediate danger then the police will be contacted by telephoning 999. Referrals will be made even if the child concerned is already known to Children & Young People's Services. Careful consideration will be given to any other children who may also be at risk such as siblings or peers, (whether or not they attend our setting), and the Initial Contact Team will be made aware of these concerns.

All staff are aware of the referral process and are able to make a referral in the absence of the Designated Lead for Safeguarding or the Leader/Manager.

If the Designated Lead is unsure whether or not the concern meets the threshold for child protection he/she will make reference to the SSCB Threshold Criteria and discuss the concern internally. Any concerns that require further consideration may be discussed with an Early Help Advisor, who will get back to us within 48 hours. If the concern is thought to be too urgent to wait 48 hours for discussion it will be referred to the Initial Contact Team as a Child Protection Referral.

If a child is considered to be at risk of neglect, the SSCB Neglect Strategy and Toolkit will be used to record concerns over time and submitted to the Initial Contact Team as evidence.

It is not our responsibility to attempt to investigate the situation, which is the role of the Police and Shropshire Council's Child Protection Team.

We will continue to offer support to the family on an on-going basis.

Record Keeping

When a concern about a child's welfare or safety is raised it will be discussed with the lead practitioner and recorded. All records will be stored in a separate confidential file in a locked, secure place with restricted access.

Records will be retained for at least six years and then destroyed, or handed on to the child protection officer in the next organisation if advised to do so.

Information is shared as necessary with confidentiality maintained. We will follow the guidance on information sharing set out in the practitioners guide HMG 2006 included in the DfE booklet 'What to do if you are worried a child is being abused'.

When information is being accumulated prior to possible referral it will be reviewed by the designated practitioner at appropriate intervals and at each review a decision will be made as to whether or not to refer and the reasons recorded.

Records will include;

- Full name, date of birth and home address of child
- details of parent child normally lives with
- all concerns/ nature of injuries with dates / times / location (you may wish to use a body map to record the site of injuries)
- exact words used by child if disclosure made and name of others present
- observations made
- actions taken
- reasons for any decisions
- practitioner's printed name, role and signature, dated and timed
- clearly and concisely written report in a manner that cannot be erased or added to, as soon as possible after the event

Escalating Concerns

If the Designated Lead for Safeguarding is unhappy with the outcome of the referral they will raise the issue with their line manager. Their line manager should then discuss the concern with the Initial Contact Team manager to try and agree a way forward. If a consensus cannot be reached, the concern can be escalated further following the SSCB's procedure for escalating concerns.

Follow Up

Shropshire Council has a statutory duty to inform you of the outcome of your referral. If we have not heard anything within 3 working days, we may contact the Initial Contact Team and request this information. This can then be recorded along with the name of the social worker and stored with our referral notes.

Whistleblowing

Whistle blowing is a mechanism by which adults can voice their concerns in good faith, without fear of repercussion. Any behaviour by colleagues that raises concern regardless of source will be recorded and reported to the designated practitioner or appropriate agency.

Responding to allegations against staff or volunteers.

If an allegation of inappropriate behaviour is made against a member of staff or a volunteer relating to a child, or that abuse may have taken place on the premises, the designated practitioner or manager will follow the procedure for responding to disclosure or concern (see above). Information about the allegation will be passed to the Local Authority Designated Officer (LADO) at Shropshire Council within 1 working day, and if necessary the Disclosure & Barring Service. Ofsted will be notified about both the allegation and about any action taken. Notifications to Ofsted must be made as soon as possible, at least within 14 days.

Once the case has been considered and discussed with the LADO and Ofsted, we will follow their advice as to whether or not to suspend the individual.

If advised to do so, the member of staff will be suspended on full pay for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process. Clear advice will be given to workers on the process of investigation by other agencies. We will follow advice about how to inform families about the allegation.

If an allegation is made against the Designated Lead the Chairperson will make the referral.

Recruiting Staff

We provide adequate and appropriate staffing resources to meet the needs of children. (More information can be found in our recruitment and retention policy).

Job adverts and application packs make reference to our safeguarding policy and procedures.

Applicants for posts are clearly informed that positions are exempt from the Rehabilitation of Offenders Act 1974. We ensure that we meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006.

Where applicants are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

We comply with the Safeguarding and Welfare Requirements in the Statutory Framework for the Early Years Foundation Stage (EYFS) and the Compulsory Childcare Register in respect of references and Enhanced Criminal Record Bureau disclosures for staff and volunteers to ensure that no disqualified or unsuitable person works with or has access to the children.

We have procedures for recording the details of visitors, including prospective candidates, to the setting and ensure that we have control over who comes in to the premises so that no unauthorised person has unsupervised access to the children.

Staff Supervision

In order to ensure that all staff are alert to any issues for concern, staff receive regular training and updates in safeguarding and child protection through a range of training and supervision activities. This includes both formal and informal supervision, annual appraisals, staff meetings and access to SSCB approved training.

Partnership with parents

A copy of this policy is made available to all parents prior to their child joining our setting as well as details of the complaints procedure. In general any concerns will be discussed with parents and agreement sought to making a referral unless such a discussion would place the child at an increased risk of significant harm. Parents are requested to notify us of any accidents, incidents or injuries that may affect the child which will be recorded.

Injuries

All accidents and injuries are recorded with parents/ carers signing to acknowledge being informed. Parents/ carers are encouraged to inform staff of any pre-existing injuries which are also recorded with signatures.

Any serious injury occurring in the setting eg. broken bone, is reported to HSE via RIDDOR. This is also reported to Initial Contact Team and to Ofsted (within 14 days)

Early Help Offer

Sometimes we may come across situations which are not necessarily a child protection concern but where we think a child could benefit from additional support from outside agencies to ensure they reach their full potential. In this process known as Early Help we would consult fully with parents. See **Appendix C** for an overview of the Early Help Offer.

Use of Mobile Phones and Cameras

Appropriate use of mobile phones is essential at Clive School Nursery. Practitioners are able to use their personal mobile phones during their break times. During working hours they must be kept out of the reach of children and parents. All staff are made aware of their duty to follow this procedure, and to challenge anyone not adhering to it.

Visitors to the setting are given instructions at signing in, about the use of mobile phones.

We believe that photographs validate children's experiences and achievements and are a valuable way of recording milestones in a child's life. Parental permission for the different ways in which we use photographs is gained as part of the initial registration at Clive School Nursery. We take a mixture of photos that reflect the pre-school environment, sometimes this will be when children are engrossed in an activity either on their own or with their peers. In order to safeguard children and adults and to maintain privacy, cameras are not to be used during intimate care situations by adults or children. All adults whether practitioners, committee or volunteers at the setting are made aware of the difference between appropriate and inappropriate sharing of images.

Signature:	Date Policy adopted:
Position	Review Date:

Appendix A

Working Together - Definitions of Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

These are also available in the Shropshire Safeguarding Children Board guidance which is accessible online at www.safeguardingshropshireschildren.org.uk

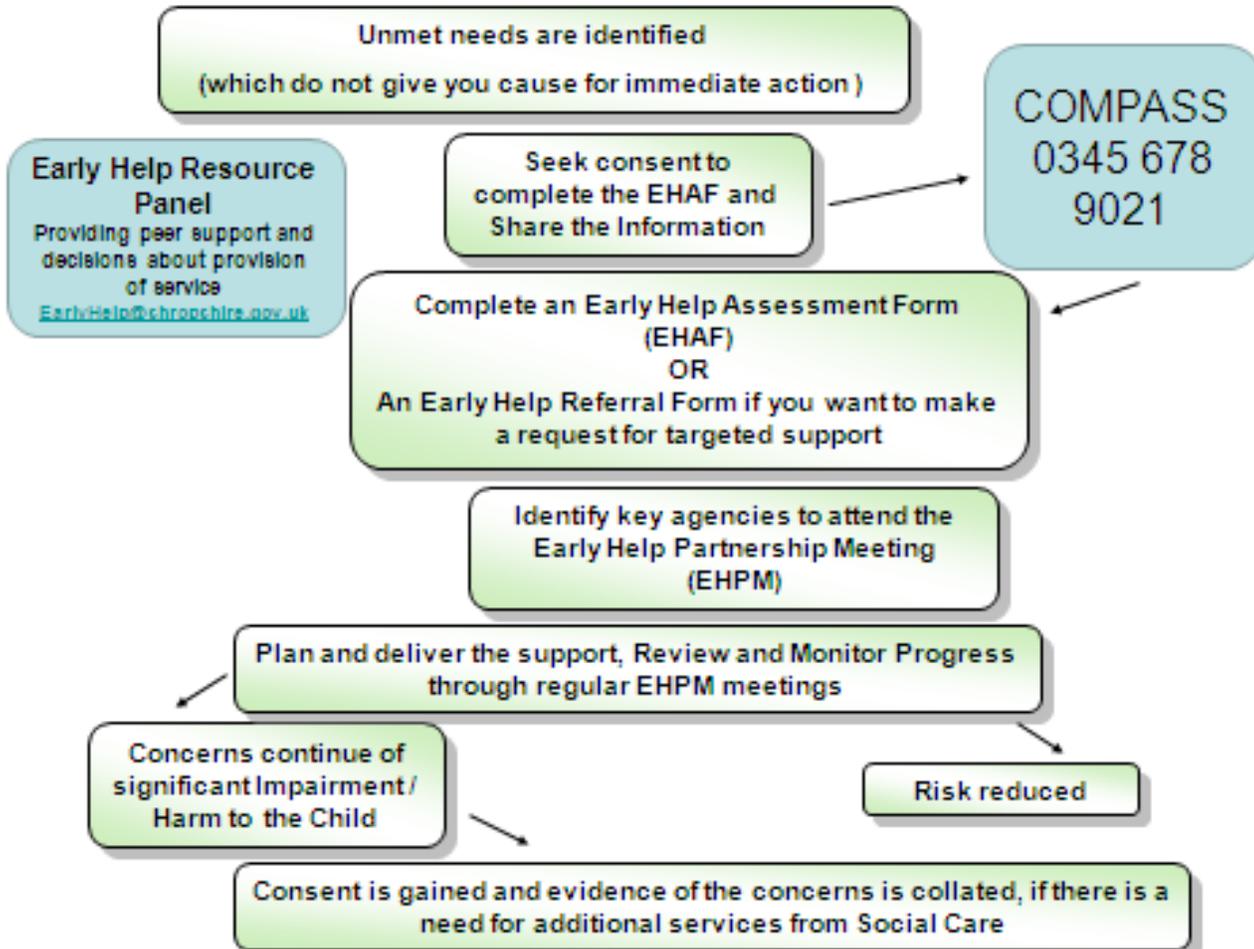
Appendix B

Role of Designated Lead Practitioner

Our Designated Lead Practitioner will update their child protection/safeguarding training regularly and is responsible for:

- Ensuring that all staff have up to date knowledge of safeguarding issues;
- Ensuring that staff are enabled to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. Signs that indicate possible abuse may include significant changes in children's behaviour; deterioration in children's general well-being; unexplained bruising, marks or signs of possible abuse or neglect; children's comments which give cause for concern; any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or inappropriate behaviour displayed by other members of staff, or any other person working with the children. E.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images;
- Being the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified;
- Providing basic advice and support with regard to child protection and poor practice;
- Completing the organisation's reporting and recording procedures following the policy and procedures;
- Promoting safe working practice/code of conduct;
- Attending, promoting and organising training;
- Promoting and ensuring confidentiality is maintained;
- Promoting anti-discriminatory practice;
- Maintaining records related to child protection and unsuitable adults, and ensuring these are stored securely on the premises;
- Reviewing records on a regular basis to identify possible patterns of abuse;
- Making decisions on whether or not to refer any concerns, recording the reasons for that decision;
- Completing safeguarding audits including multi-agency audits, termly Practice Audits and annual Section 11 Compliance Audits in line with SSCB requirements;
- Maintaining up to date contact details for other agencies and know how to access the most up to date SSCB guidelines;
- Passing information to other relevant organisations /agencies as appropriate;
- Making referrals to the investigating agencies - Shropshire Council Initial Contact Team and the Police - in line with child protection procedures;
- Informing Ofsted of any allegations of abuse made against a person working in the setting, or any other abuse alleged to have taken place on the premises;
- Sharing information about Safeguarding Children procedures with parents prior to their child starting in the setting;
- Updating the policy and procedure, and communicating any updates with staff, committee members, volunteers and parents;
- Contributing to multi-agency meetings, assessments, core groups and conferences as required.

Early Help



Appendix D

Important Contacts

- Shropshire Council Initial Contact Team (via the Customer Service Centre) 03456 789021
- Emergency Social Work Duty Team after 5pm and at weekends 03456 789040
- Local Authority Designated Officer (LADO) 03456 789021
- Disclosure and Barring Service 01325 953795
- Ofsted (General helpline) 0300 123 1231
- Ofsted (Whistle blower helpline) 0300 123 3155
- NSPCC 24 hour helpline 0808 8005000

Early Help

- Consultation with an Early Help Advisor 03456 789021
- Early Help Implementation Enquiries 01743 250039
- Telephone number Development Officer 0758 200 2390
- EHAF Enquiry Service (to check if an EHAF has already been completed by another professional) 01743 281210

Serious Accidents and injuries

- Ofsted 0300 123 1231
- Shropshire Council Initial Contact Team (via the Customer Service Centre) 03456 789021
- RIDDOR (all incidents may be reported online, telephone service for fatal and major injuries only) www.hse.gov.uk
0845 300 9923

