



## **CHILD PROTECTION – POLICIES AND PROCEDURES**

We comply with the procedures approved by the Local Safeguarding Children Board. The nursery's first responsibility is to the safety and well-being of all of the children in its care. We intend to create an environment in which children are safe from abuse and in which there is a prompt and appropriate response to any suspicion of abuse. If the circumstances arise, we reserve the right to refer our concerns about a child to the appropriate authorities without first notifying the child's parents/ carers.

To safeguard the children in our care against abuse and neglect we will:

### **Exclude Known Abusers**

It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work within the nursery, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two references. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history or who have moved rapidly from one job to another, explanations will be sought.

All appointments both paid and voluntary will be subject to a probationary period and will not be confirmed unless the nursery is confident that the applicant can be safely entrusted with children.

It is the responsibility of the nursery management committee to ensure that all adults regularly involved in working with children in the setting will undergo enhanced disclosure checks with the Disclosure and Barring Service (**see Staffing and Employment Policy**).

### **Prevent Abuse By Means Of Good Practice**

All staff, students and volunteers are to be sent a copy of the settings child protection policy through induction.

Staff, students and volunteers have regard to the Governments statutory guidance "working together to safeguard children 2015" (document held in safeguarding file for easy reference).

Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child aside – for example, for time out after behaviour which needs improvement – will leave the door ajar.

Adults who have not been registered as "fit" persons will not take children unaccompanied to the toilet.

The layout of the playroom will permit constant supervision of all children.

The Early Years Foundation Stage sets standards for learning, development and care for young children, thereby assisting their personal, social and emotional development and understanding of the world. Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

### **In-stilling British Values**

We have a duty to have safeguarding arrangements to promote children's welfare and to prevent radicalisation and extremism. Through daily activities, discussions and rules we build up children's resilience to radicalisation by promoting fundamental British Values enabling children to challenge extremist views. With sound values children are less likely to be radicalised. Children are involved in decision making, learn to recognise and manage risks, make safer choices and recognise when pressure from others threatens their personal safety and wellbeing and know where to go for help. They are also taught about the diverse national, regional, religious and ethnic identities in the United Kingdom and the need for mutual respect and understanding.

### **Responding Appropriately To Suspicions of Abuse**

We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible abuse and neglect at the earliest opportunity and respond in a timely and appropriate way.

We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect. These may be demonstrated through:

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- significant changes in behaviour- changes in their appearance, their behaviour, or their play
- deterioration in general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect (NB all actual or suspected bruising, burns or scalds **to babies who are not yet self mobile** should be subject to multi-agency investigation in order to assess risk of harm. For this reason, any professional who identifies such an injury to a non-mobile baby is required to make a **referral to the MAST team** regardless of the explanation offered by parents or carers, and regardless of the professional's own opinion about how the injury may have been caused)
- children's comments which give cause for concern
- disclosure
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home. We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- Fabricated or induced illness
- Sexual exploitation of children, such as through internet abuse
- Female Genital Mutilation; that may affect, or may have affected, children using our provision.
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirement of their usual role and responsibilities; or inappropriate sharing of images

- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.

Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns. We allow investigation to be carried out with sensitivity.

Any sign of a mark/injury to a child when they come into nursery will be recorded on an existing injury form. The incident will be discussed with the parent/carer. Such discussion will be recorded and the parent/carer will have access to such records.

### **Monitoring**

To ensure the Designated Safeguarding Lead (DSL) is fully aware of any possible safeguarding issues the number of children at each different threshold on the continuum of need is monitored through several ways.

- Firstly supervisions where the key person and manager/ DSL discuss each key child's welfare and development. The threshold of Tier on the continuum of need is recorded for each child and where concerns, on chronologies and updated if changes occur. The key person reports all concerns to DSL immediately who will take the necessary action following policy and procedures.
- All safeguarding/ children in need issues/ concerns are discussed at staff meetings to ensure an effective way forward can be planned collectively to avoid concerns they not being actioned upon and the staff are aware of the safeguarding lead for the voluntary committee if they feel inadequate response has been given/ action taken.

The Manager/ DSL informs parents on the VMC at regular meetings of how many children have chronologies and why, how many families have outside agencies involved, how many children are at each Tier on the continuum of need and any further action needed/ planned.

All staff are aware of the actions outlined in the document 'What to do if you are worried a child is being abused 2015'.

### **Recording suspicions of abuse and disclosure**

Where a child makes comments to a member of staff, that gives cause for concern (disclosure), or the member of staff observes signs that give cause for concern that member of staff:

- Listens to the child, offers reassurance and gives assurance that she/he will take action to the child
- Takes care not to influence the outcome by not questioning the child
- Makes a written record that forms an objective record of the observation or disclosure that includes -
  - date and time of observation/disclosure
  - the exact words spoken by the child as far as possible

- the name of the person to whom the concern was reported, with date and time
  - the name of any other person present at the time
- Informs the Designated Safeguarding Children Lead Practitioner
  - Such records will be kept in a separate file and will not be accessible to people other than the Nursery Manager, the management committee chair, key person and other members of staff as appropriate.

### **Informing Parents**

Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with the Early Intervention Team. In exceptional circumstances, Multi Agency Screening Team (MAST) may be the first point of reference.

All such suspicions and investigations will be kept confidential, shared with only those who need to know. The people most commonly involved will be the member of staff/key person, the Nursery Manager and the Management Committee Chair.

If a suspicion of abuse is recorded, parents are informed only in line with the guidelines given by the Local Safeguarding Children Board advice.

### **Liaise With Other Bodies**

The nursery operates in accordance with guidelines laid down by the registering authority.

Confidential records kept on children about whom pre-school are anxious will be shared with the Early Intervention Team if the Designated Safeguarding Children Lead Practitioner feels that adequate explanations for changes in the child's condition have not been provided.

The registration authority (Ofsted) will also be notified of any incident or accident and any changes in arrangements which may affect the wellbeing of children.

### **Referral Procedure**

The Designated Safeguarding Lead will take reference from the Continuum of need to assess who to contact in the first instance and will then decide on the next course of action and the appropriate referral procedure. Parents/ carers will be asked for their consent to the sharing of their information with others, except where there are concerns about Significant Harm

### **Continuum of need**

**Tier 5** – significant harm – contact **MAST** and use a **referral form** only. Follow up within 24 hours. NB parent consent not required.

**Tier 4** – a child's development or health is impaired because needs continue to be unmet – complete a **referral form and single assessment** and send through to **MAST**

**Tier 3** – referral form and single assessment send through to the **Early Intervention Panel**

## **Support to families**

The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.

The setting makes clear to parents its role and responsibilities in relation to Safeguarding Children, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the Early Intervention Team.

The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the confidentiality procedure and only if appropriate under the LSCB guidelines.

## **Not child protection but still concerned**

Instances when it is not child protection but staff are concerned that a child/ family need some help in making sure all the child's needs are met to address a particular problem, (examples might be a child is suffering because of poverty or has a disability and needs extra help) staff can contact the Early Intervention Panel (EIP) / Disabled children's Team (DCT) for advice to support the family thus improving outcomes for children.

## **Calderdale Practitioner's Multi-Agency Risk Indicator Tool**

If practitioners have some concerns they use this tool to assist them in organising evidence about a child's circumstances and to consider those features of a family and their family circumstances that indicate potential risk to the child. Analysis of the information collected will therefore lead to a clearer child centred assessment and child focused interventions to address need and manage or reduce risk for children and families.

## **Managing Allegations against persons who work with children**

If a volunteer or member of staff is accused of any form of child abuse, the person in charge of the group will interview them immediately. The person accused may choose to attend the interview accompanied by a friend or colleague and seek advice from a union representative. The interview will usually be with the Nursery Manager, but if the allegation is against the Manager, the management committee chair may conduct the interview.

The person against whom the allegation is made will be informed of the allegation and will immediately be suspended on full pay while an investigation is made. Investigations will be in line with the Local Safeguarding Children Board procedures and conducted in conjunction with the Local Safeguarding Children Board. Confidential records will be kept of the allegation and of all subsequent proceedings.

The Manager - to whom all allegations should be reported in the first instance, has responsibility for liaising with the Local Authority Designated Officer (LADO) if they believe the information meets the criteria of an allegation:

- A person has committed or is likely to commit a criminal offence against or related to a child
- A person has caused harm or is likely to cause harm to a child
- A person has behaved in a way towards a child that may make them unsuitable to work with children

The **LADO** has responsibility for:

- Offering support, guidance and advice to employers on the management of allegations against persons who work with children
- Liaising with the Police and other agencies
- Management oversight of individual cases
- Ensuring that allegations are dealt with quickly and in a thorough and consistent manner.

Where a Manager/employer believes information meets the criteria of an allegation, a referral should be made within 1 day to the LADO and must follow this up with a referral form.

**Local Authority's designated Officer (LADO): Cheryl Baxter**

contactable on

(01422) 394088

Mobile: 07769886090

Email: [Cheryl.baxter@calderdale.gov.uk](mailto:Cheryl.baxter@calderdale.gov.uk)

Secure email: [cheryl.baxter@calderdale.gcsx.gov.uk](mailto:cheryl.baxter@calderdale.gcsx.gov.uk)

The Nursery Manager/ Chair of the Management Committee will inform **Ofsted** of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committee on the premises or elsewhere). Ofsted will also be notified of the action taken in respect of the allegations as soon as reasonably practical, but at the latest within 14 days of the allegations being made.

**The legal framework is:**

**Primary legislation**

The Children Act (1989 - s 47)

The Protection of Children Act (1999)

Data Protection Act (1998)

The Children Act (2004) (Every Child Matters)

Safeguarding Vulnerable Groups Act (2006)

**Counter Terrorism and Security Act 2015-  
The Prevent Duty**

**Secondary Legislation**

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976)

Regulations Equalities Act (2006)

Data Protection Act (1998) Non Statutory Guidance

**Numbers to contact**

**Multi Agency Screening Team (MAST) - 01422 393336**

Halifax Police Station

Richmond Close

Halifax, HX1 5TW

TELEPHONE:01422 393336

**Email :** [MAST@calderdale.gcsx.gov.uk](mailto:MAST@calderdale.gcsx.gov.uk)

MAST (consisting of representative from Children's Social Care, Police, Health and the CAF coordinator) for all safeguarding concerns. They will give advice on the correct procedures for individual cases.

**Emergency Duty Team (for out of hours) – 01422 288000**

**Early Intervention - Children's Assessment Team - 01422 393340**

**Early Intervention - Manager Lower Valley – Parveen Akhtar : 01422 394094**

**Disabled Children's Team - 01422 394091**

**Police Safeguarding Unit: 01422 337041.**

**Police emergency 999**

**Prevent Duty Contacts:**

LA Contact for PREVENT -

Sadia Hussain – 07702 656834

Email - [sadian.hussain@calderdale.gov.uk](mailto:sadian.hussain@calderdale.gov.uk)

(or police via 101 should the prevent co-ordinator not be available)

**Safeguarding – Police contacts:**

Ed Chesters – Safeguarding and Partnerships

Det Insp Allan Raw (Childrens' Safeguarding)

Det Insp Dave Shaw (Adult Safeguarding).

Sergeants are: DS Helen Madden (CSE), DS Mick Richmond, DS Jayne Maiden, Temp DS John Moore (all 3 are the daily reactive teams), DS Sally Fletcher (Domestic Abuse)

Michelle Tankard, Manager of the setting is the appointed **Designated Safeguarding Lead (DSL)** and has the responsibility for regularly checking Calderdale's Safeguarding Children website ([www.calderdale-scb.org.uk](http://www.calderdale-scb.org.uk)) and updating new procedures and contact details. The DSL / Deputy DSL will undertake appropriate safeguarding training every 2 years.

Miss M Walker Deputy Manager takes on this responsibility in the absence of the appointed Designated Safeguarding Lead

**Linked to other policies:-**

**Health & Safety**

**Behaviour**

**Staffing and Employment Policy**

**Mobile phone and camera image policy**

**Social Networking**

**Safe internet use**

**Complaints**

**Intimate care policy**

This policy was reviewed and adapted in July 2009, February 2011, April 2011, August 2011, September 2011, May 2012, September 2012, January 14, September 14, December 2014

This policy was reviewed and adapted in November 2015 due to new safeguarding procedures introduced by Calderdale,

This policy was reviewed and adapted in March 2016 due to a change in Prevent duty contacts

This policy was reviewed and adapted in May 2016 due to a change in LADO

This policy was reviewed in October 2016 due to new safeguarding procedures and linking to further policies

This policy will be reviewed in October 2017

This policy was reviewed and adapted by Mrs M Tankard following training and new legislation including new monitoring systems, useful tools and referral procedures in December 2016

This policy will be reviewed in December 2017 (or sooner if new legislation is passed or as a result of staff training)

Signed on behalf of the Management Committee \_\_\_\_\_ (Chairperson).

Signed on behalf of the Staff \_\_\_\_\_ (Nursery Manager).

Helping to achieve the ECM outcome – Staying safe