



Child Protection Policy and Procedure

This child protection policy and procedure forms part of our safeguarding children arrangements.

Aims

- We consider that the welfare of the child is paramount and it is the duty of members of staff and volunteers under HM Government's Working Together to Safeguard children 2013 to implement this policy, and to ensure that it has in place appropriate procedures to safeguard the well being of children and young people and protect them from abuse
- Trinity College Day Nursery considers the duty of members of staff and volunteers to provide a nurturing environment for children, which includes the need to protect children who come into contact with us from abuse. This policy is part of our procedures for safeguarding the welfare of children in our care.
- It is important to be vigilant, but to keep an open mind in the implementation of this policy as there may well be other explanations other than abuse for concerns about children.
- If there is concern it is not your responsibility to investigate and decide if it is abuse. It is your responsibility to act on your concerns and report these properly.

Definitions of Abuse

The 1989 Children Act recognises four categories of abuse:

- **Physical Abuse** - actual or likely physical injury to a child, or failure to prevent physical injury. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.
- **Sexual Abuse** - actual or likely sexual exploitation of a child or adolescent, whether or not the child is aware of what is happening. The child may be dependent or developmentally immature. Sexual abuse also includes non-contact activities, such as involving children in looking at or in the production of sexual images.

- **Emotional Abuse** - severe or persistent emotional ill treatment or rejection likely to cause adverse effect on the emotional and behavioural development of a child. It may involve seeing or hearing the ill-treatment of another. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Neglect** - the persistent failure to meet a child's basic physical and/or psychological needs, or the failure to protect a child from exposure to any kind of danger, resulting in the significant impairment of a child's health or development, including failure to thrive.

Historical Abuse

There may be occasions when a child will disclose abuse (either sexual, physical, emotional or neglect) which occurred in the past. This information needs to be treated in exactly the same way as a disclosure of current child abuse. The reason for this is that the abuser may still represent a risk to children now.

Domestic Abuse

Staff may be working with children experiencing violence at home. Children experiencing this may demonstrate many of the below symptoms. Staff will need to treat them sensitively, record their concerns and consider informing Social Care.

Confidentiality and Appropriate Disclosure of Information

Confidentiality is crucial to all our relationships, but the welfare of the child is paramount. The law does not allow anyone to keep concerns relating to abuse to themselves. Therefore, confidentiality may not be maintained if the withholding of information will prejudice the welfare of the child.

- All information that has been collected on any child will be kept locked and secure and access will be limited to the appropriate staff, management and relevant agencies.
- In the event of an investigation it is essential that no information on child protection concerns relating to a child are disclosed inappropriately. Any such leaks could have serious consequences for both the child concerned and any investigation.
- If uncertain about what information may be shared, take advice or refer to Bristol's Information Sharing protocol.
- Whilst parents / carers have the right to see any records kept on their child, this might not always be appropriate and should not put the child or yourself at risk.
- It is very important that only those who need to know, actually know, to avoid rumour and gossip that could affect the child, parent / carer and the group.

A. Protecting Children and Young People

Recognising Abuse

Recognising abuse is one of the first steps in protecting children and young people. There could be signs or behaviour that make you feel concerned. All staff should be alert to the following types of behaviour in the children:

- Becoming excessively aggressive, withdrawn or clingy.
- Seeming to be keeping a secret.
- Significant changes in children's behaviour.
- Deterioration in children's well-being
- Unexplained bruising, marks or signs of possible abuse or neglect.
- Unreasonable fear of certain people or places.
- Acting out in an inappropriate way perhaps with adults, other children, toys or objects.
- Children's comments which give cause for concern, e.g.: inconsistent explanations of bruising, injuries or burns.

- Sexually explicit language or actions.

Staff should be equally vigilant regarding signs relating to disabled children and not automatically assume that any of the above relates to their impairment.

Not all concerns about children or young people relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what you know about the child and their circumstances.

If you are worried, it is not your responsibility to investigate and decide if it is abuse. It is your responsibility to act on your concerns and do something about it.

1. What to do if Abuse is Disclosed

The setting is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively.

- Stay calm.
- Listen to what the child / young person is actually saying.
- Reassure them that they have done the right thing by telling you.
- **Do not ask leading questions.** Ensure that any questions asked are open or for clarification, not leading/ closed questions. For example an open question is: Why are you upset? A closed question is: Are you afraid to go home because your Mum will hit you?
Do not ask the child / young person to repeat what they have they told you, for another worker or committee member; as if the matter is to be investigated further it will be done so by trained professionals.
- Do not promise the child that this can be kept secret, as subsequent disclosure could then lead to the child feeling betrayed. Explain that you are obliged to inform other people.
- Reassure the child that the people who will be informed will be sensitive to their needs and will be looking to help protect them. Inform them that it is not in their interests to keep the disclosure confidential and it will have to be passed on to the appropriate agencies.
- Make a note of any conversations with the child, trying to make these as detailed as possible, including when and where the conversations took place. Draw a diagram, if appropriate, to show the position of

any bruises or marks the child or young person shows you, trying to indicate the size, shape and colour.

- Record as soon as possible and use the **actual words** used by the child.
- Keep all records factual. Be aware of not making assumptions or interpretations of what the child / young person is telling you. Store all records securely.
- Discuss your concerns with the Designated Senior responsible for child protection. If the allegations implicate the senior worker, the concerns should be discussed with the next tier of line management - the named committee member responsible for child protection (the Child Protection Officer).
- If appropriate, inform parents / carers that you are going to report your suspicions / concerns. This might not always be possible and should not put the child or yourself at risk. When you report an incident, the duty officer will ask you if the parent / carer has been informed. If they haven't, they will want to know the reasons why.
- If possible, report this information yourself to an appropriate agency. Children's' Social Care Referral and Assessment Team [Social Services], and OFSTED will need to be informed (see Appendix A). Follow up any telephone referral using the BSCB Multi-agency referral form
- The person to whom the disclosure was made should ensure that the child who has disclosed the information is informed about what will happen next, so they can be reassured about what to expect.

2. What to do if Abuse is Suspected

- The nursery staff should keep monitoring the child's behaviour, making a note of any particular concerns (when, where and what happened).
- Discuss concerns with the Designated Senior responsible for child protection. The child's parents / carers should be seen at the earliest opportunity to ascertain if there is a known reason for a change in behaviour (eg, a change in family make-up, death of family member, pet).
- You should remember that if abuse is taking place, do not assume the parents are causing it, there may be other family members or friends or other individuals who are causing it. Keep an open mind.
- Any member of staff or volunteer can contact the relevant agency (as listed in Appendix A); to discuss any concerns they have and seek

guidance before actually reporting any child protection issues. It is appropriate to seek support from the Child Protection Officer in the organisation, as to how to deal with situations and confirm appropriate action to take.

- If you are still concerned about the welfare of the child this information must be passed on to the appropriate agency. It is important to remember that if you report concerns, you are not reporting the parents / carers – you are reporting to protect the welfare of the child.
- If appropriate, inform parents / carers that you are going to report your suspicions / concerns. This might not always be possible and should not put the child or yourself at risk. When you report an incident, the duty officer will ask you if the parent / carer has been informed. If they haven't, they will want to know the reasons why.
- If the First response has been contacted and they pass you to Children's' Social Care Referral and Assessment Team (Social Services). Social care should let you know that they are responding to what you have told them. (Follow up telephone referrals with a written report on the BSCB multi-agency referral form). It is unlikely that you will be told what action has been taken unless it has implications for the scheme. If you have not heard from the Referral and Assessment Team, it may be appropriate to contact them to ensure that the details you gave them have been taken into consideration and acted upon.

3. What to do if it is an emergency

If you think a child is in immediate danger you should telephone the police on 999. In all other circumstances you need to refer the matter to a Social Work Assessment Team for Children's Social Care and follow the procedure described in section 1 above.

In a medical emergency your first action may need to be one of the following:

- Telephone for an ambulance, or,
- Ask the parent to take the child to the hospital at once, or,
- Take the child yourself

The child is the legal responsibility of the parent/carer and they must be involved as soon as practical, unless to do so would put the child at immediate risk of harm. Having taken the necessary emergency action it is important that you make immediate contact with Social Care.

B. Working with Children

1. Recognising inappropriate behaviour in staff, volunteers and other adults.

There is no guaranteed way to identify a person who will harm children. However, there are possible warning signs. These may include:

- Paying an excessive amount of attention to a child or groups of children, providing presents, money or having favourites
- Seeking out vulnerable children, eg: disabled children
- Trying to spend time alone with a particular child or group of children on a regular basis
- Making inappropriate sexual comments
- Sharing inappropriate images
- Being vague about where they have worked or when they have been employed
- Encouraging secretiveness

There may be other sources of concern; this is not a conclusive list. If you are concerned about another staff member or volunteer's behaviour you need to pass this on to the Designated Senior.

2. If a Staff Allegation is made, or you Suspect a Member of Staff or Volunteer of Abuse or Inappropriate Behaviour:

If it appears that a staff member or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child, or,
- possibly committed a criminal offence against or related to a child, or,
- behaved in an inappropriate way towards a child which may indicate that he or she is unsuitable to work with children,

then these procedures must be followed:

- Record your concerns and report them to the Designated Senior.
- The Designated Senior should take steps to ensure that during the remainder of the working day that particular member of staff is not left in sole charge of the children or any child.

- At the earliest opportunity, contact the setting's Child Protection Officer
- It may be clear in some cases that an immediate referral must be made to First response or to the police for investigation. In addition:
- Either the Designated Senior or the Child Protection Officer must then contact the Local Authority Designated Officer (LADO) WITHIN 1 WORKING DAY of receiving the report of an allegation.

Local Authority Designated Officer (LADO)

Telephone: 0117 903 7795 or Work Mobile: 07795 091020

- The setting should then follow the LADO's advice on how to deal with allegations against staff.
- The setting should take advice from the LADO on how and when to inform the parents of the child.
- The setting is required to inform OFSTED of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing within 14 days. (See Appendix A.)
- If the concern is regarding the Designated Senior, the above procedure will be followed but the report will be made to the Deputy worker/Child Protection Officer.

3. Support to Staff and Volunteers

The management will fully support all members of staff in following this procedure. Following an allegation or investigation:

- Staff and volunteers who work with issues of child protection may themselves need support in dealing with the emotional distress this can cause. They can talk to the setting's Child Protection and any of the appropriate agencies listed in Appendix A.
- Staff, volunteers or management members may also be subject to allegations of abusing children in relation to their work for the setting. While support will be offered to these individuals by the setting, we will ensure that the agency dealing with the matter is given all assistance in pursuing any investigation and the Bristol LADO will be informed. The disciplinary procedure may be implemented.

4. Recruitment of Staff and Volunteers

We acknowledge that paedophiles and those that pose a threat to children may be attracted to employment that allows them access to

children and young people. As part of this policy we will ensure that people working with the children are safe to do so.

- All staff (including the setting's Manager) and volunteers will be checked by the Criminal Records Bureau on joining the scheme, to be renewed every 3 years.
- All people connected with the setting must declare all convictions/cautions incurred since DBS disclosure which may affect their suitability to work with children.
- Two references will be taken up prior to appointment for new staff and volunteers and a medical reference may also be required.
- All staff must undertake Child Protection training to keep up to date and as part of induction to understand the setting's safeguarding/child protection policy and procedures.
- The selection and interview procedure of the setting will be adhered to. This must include a full employment history, qualifications, interview and identity checks.

5. Code of Conduct

All staff, volunteers and management members within the setting recognise that they need to conduct themselves in an appropriate, open and transparent way to ensure a safer environment for all. One of the ways of ensuring this is by following the setting's policies and procedures.

In addition staff will use "Guidance for Safer Working Practice for Adults who work with Children and Young People" as a tool to develop setting specific guidance for staff and volunteers.

6. Implementation and Monitoring

- A role of the Child Protection Officer will be to identify a member of staff (Designated Senior) to take the lead responsibility for safeguarding children within the setting and liaising with local statutory children's services agencies as appropriate. They must also attend a multi agency child protection training course, to be updated at least every 3 years.

- All staff and volunteers are to undertake child protection training and this to be updated every 3 years. This policy must be part of the induction for all staff and volunteers.
- The setting will review this policy annually, to ensure it is being implemented. Appropriate action will be taken if deemed necessary, through consultation with the agencies listed in Appendix A.

7. Use of Mobile Phones and cameras

The setting is aware of the risks associated with the use of mobile phones and cameras in the setting. To manage this appropriately we have a separate policy regarding the use of these devices.

Further Information

South West Child Protection Procedures – provide detailed online information on all aspects of child protection – www.swcpp.org.uk

Working Together to Safeguard Children 2013 -
<https://www.education.gov.uk/publications/eOrderingDownload/00305-2010DOM-EN.pdf>

Bristol Safeguarding Board Multi-agency Referral Form -
<http://www.bristol.gov.uk/page/bscb-protocols-multi-agency-action>

Guidance for safer working practice for adults who work with children and young people
<http://webarchive.nationalarchives.gov.uk/20100202100434/dcsf.gov.uk/everychildmatters/resources-and-practice/ig00311>

Sharing information on children. A guide for people working with children, young people and their families (2007)
http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/data_protection_and_foi/Sharing%20information%20on%20children%20guide.pdf

EYFS Safeguarding and Welfare Requirements – Child Protection

Appendix A – Useful contacts

1. College staff responsible for Child Protection

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Name/s: Mary Parsons

2. Staff Designated Senior/Lead Practitioner responsible for Child Protection

Name: HELEN O'NEILL Nursery Manager

3. Referral Agencies

First response – 0117 9036444 (Bristol)

- if you are concerned about a child or think they need some help. Call to first response may result in direct referral to a social work team or to early help and /or advice and guidance being given about services to help families.

Disabled Children Team (all Bristol) - Tel: 0117 9038250

Out of Office Hours Tel: 01454 615 165 (Emergency Duty Team)

Email (all Bristol) childprotection@bristol.gov.uk

- Police Child Protection Team (Lockleaze) - Tel: 0117 945 4320
Emergency - Tel: 999

4. For Staff Allegations Contact:

- **Local Area Designated Officer - Telephone 0117 903 7795, Work mobile: 07795 091020**
- **Registered providers must inform Ofsted of any allegations of serious harm or abuse as soon as reasonably practicable, but at the latest within 14 days of the allegations being made.**
- **Ofsted Compliance and Investigation Team (For reporting any Child Protection concerns).-Tel: 08456 014772**

5. Support and advice

- **South West Child Protection Procedures (online guidance)**
www.swcpp.org.uk
- **Childline -Tel: 0800 1111 (open 24 hours)**
- **National Association for the Prevention of Cruelty to Children (NSPCC) - Tel: 0800 800 500**
- **Bristol Safeguarding Children Board (training) -Tel: 0117 3532505**
- **BAND Development and Support Worker –Tel: Evelyn Morris**
evelyn@bandltd.org.uk 0117 9542156 direct line