

## Child Protection Policy and Procedure

### Safeguarding and Welfare Requirements

- Child protection
- Suitable people
- Health
- Information and records

### Overview

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

We consider that the welfare of the child is paramount and it is the duty of members, 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 wellbeing of children and young people and protect them from abuse

### Policy

#### 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 First Response.

## **Female Genital Mutilation (FGM)**

Female circumcision is illegal in the UK and it is an offence to take UK nationals abroad to aid, abet or carry out FGM. All agencies have a statutory responsibility to safeguard children from being abused through FGM. If you are concerned that a girl is at risk of FGM this is a child protection issue and must be documented and reported to First Response and or the police.

Some warning signs that **MAY** indicate a girl is at risk of FGM include:

- Parents requesting an extended leave from school on top of school holidays
- If a girl comes from a country that has high prevalence of FGM
- Mother and other siblings have already undergone FGM
- Child may indicate that they are going for a special event

For more information on this topic, see the online South West Child Protection Procedures or the contact the NSPCC. Contact details in the appendix.

## **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. (Please see Further Information section for a link.)

- 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.
- 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. First Response and OFSTED will need to be informed (see Appendix A). You can ask for help from First Response by phone or by using the online Request for Help form (see link in 'further information'). First Response will assess your call and pass you onto an appropriate agency. This will be Social Care if it is a Child Protection issue. Follow up any telephone referral using the **Request for Help 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 keyperson 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 (e.g.; 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 / young person, 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 First Response will ask you if the parent / carer has been informed. If they haven't, they will want to know the reasons why.
- If First Response has been contacted and they pass you to Children's' Social Care (Social Services), Social Care should let you know that they are responding to what you have told them. 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 Social Care 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 First Response 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 First Response.

## **B. Working with Children and Young People**

### **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, e.g. 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 - see list in Appendix A.
- It may be clear in some cases, where a child has been injured and/or there is clear evidence of significant harm or risk of significant harm, that an immediate referral must be made to the police, First Response or emergency services. 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 Practice Manager or General Manager.

### **3. Support to Staff and Volunteers**

The management committee 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 and volunteers will be checked by the Disclosure and Barring Service 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.
- All people connected with the setting must declare their disqualification status and that of other persons in their household.
- Two references will be taken up prior to appointment for new staff and volunteers.
- 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 Recruitment and Selection Policy will be adhered to. This must include a full employment history, qualifications, interview and identity checks.



## **5. Use of Mobile Phones and Cameras**

This 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.

## **6. 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, including:

- Child protection policy and procedure
- Safeguarding children overview
- Photography, video, mobile phone and e-safety policy and procedure
- Recruitment and selection policy and procedure
- Whistle-blowing policy and procedure
- Training policy
- Health and Safety policy and procedures
- First Aid policy and procedure
- Risk assessments
- Behaviour Management policy
- Child registration form information
- Complaints policy
- Keeping Ofsted up to date with any changes to the registration

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.

## **7. Implementation and Monitoring**

- The Management Committee will appoint a Child Protection Officer.
- 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.

- This Child Protection Officer will receive reports from the Designated Senior of any occasions when there are concerns or issues of Child Protection.
- All staff and volunteers are to undertake child protection training and this to be updated every three 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.

### **Further Information**

South West Child Protection Procedures – provide detailed online information on all aspects of child protection, e.g :Staff allegations – [www.swcpp.org.uk](http://www.swcpp.org.uk)

Working Together to Safeguard Children 2013 – <http://www.education.gov.uk/aboutdfe/statutory/g00213160/working-together-to-safeguard-children>

First Response online Request for Help form- (Please note you can print off a copy of this form before you send it, but not after. BAND has a pdf copy of the Request for help form) Do not send any child or family details by unsecured email.  
<https://www.bristol.gov.uk/form/child-or-young-person-request-support-or-report-concern>

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](http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/data_protection_and_foi/Sharing%20information%20on%20children%20guide.pdf)

## Appendix A – Useful contacts

### 1. **Committee Member responsible for Child Protection (Child Protection Officer)**

Serena Drysdale

[drysdale662@googlemail.com](mailto:drysdale662@googlemail.com)

07920 512984

### 2. **Staff Designated Senior/Lead Practitioner responsible for Child Protection (Designated Senior)**

Lucy Jefferies

[ljefferies@eastonccc.org.uk](mailto:ljefferies@eastonccc.org.uk)

0117 9392550

### 3. **Referral Agencies**

- **First Response – 0117 9036444 (all Bristol)**

The place to call if you are concerned about a child or young person or think they need some help. Calls 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](mailto:childprotection@bristol.gov.uk)
- **Police:** Non emergency – Tel: 101 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: 0300 123 1231

### 5. **Support and advice**

- South West Child Protection Procedures (online guidance) [www.swcpp.org.uk](http://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
- **NSPCC FGM helpline:** 0800 028 3550 or email [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk).
- **Bristol Safeguarding Children Board** (training) -Tel: 0117 3532505