

## Select Childcare Child Protection Procedures

OFSTED Registration Number: EY261837, EY261846  
NCMA Insured: QS395C / 1120989



### Focus

The following policy statement procedures need to be in place in order to protect the children, parents and carers. (National Standard for under 8s day care and childminding - Standard 13)

The Welfare, Safety and Protection of Children are Paramount

Where the registered person and staff recognised their responsibilities towards those in their care, they will be aware of their individual roles and understand the procedures they must follow if they suspect abuse or neglect.

A guidance book “What to do if you’re worried a child is being abused,” has been produced by the Department of Health in collaboration with a number of other government departments, including Ofsted. The book is available from the Devon Early Years' Registration Support Team on telephone 01392 38 55 36.

### Policy Statement on Child Protection

All those who come into contact with children and families in their everyday work, including people who do not have a specific role in relation to child protection, have a duty to safeguard and promote the welfare of children.

Within the provision, the prime responsibility is seen as protecting the safety and well-being of all children in care.

The staffing arrangements, which are in place and enable all staff to meet these responsibilities, form part of the statement. It also sets out the principles underlining the procedures the provision follows, if the provision has reason to believe any child in care is subject to either emotional, physical or sexual abuse or neglect.

The provision has a duty to the children, parents and staff to act quickly and responsibly in any instance that comes to their attention, including the reporting of suspicions around abuse to the Local Authority.

The Children Act 2004 places a duty on Local Authorities to investigate such matters. As such the provision will follow procedures set out in the guidance provided by the local area Child Protection Committee Documents and will follow their advice and guidance on any action necessary.

## **Designated Person**

Within the provision there should be a named person responsible for Child Protection issues and for liaising with the appropriate agencies. They will have attended a course specifically designed to enable them to fulfil their role and support children, parents and other members of staff.

## **Other Staff**

All staff including students on placements and volunteers, working within the provision have the opportunity to listen carefully to what children say and observe any changes in their appearance or behaviour which may result from abuse or neglect.

## **Arrangements for the Protection of Children at the Provision**

The following arrangement and related policies ensure all children are protected:

### **Staff**

#### **Recruitment and Selection Procedures**

All staff including volunteers and student placements working with the children undergo statutory checks to ensure they are suitable to do so.

Additional recent character and employment references must be received and any staff member awaiting completion of CRB checks are never left unsupervised with the children.

#### **Responsibilities and Accountability**

Staff are aware of their responsibilities, ie there are clear lines of accountability and arrangements for monitoring and supervising staff performance.

A disciplinary procedure should be in place.

#### **Code of Staff Conduct**

This describes the behaviour and professional conduct expected from each member of staff in respect of children, parents and colleagues.

The code includes a commitment to all the provision policies and procedures.

### **Visitors**

All visitors must sign in a Visitors' Book. No adults, other than staff are ever left unattended with the children.

Any person visiting the provision in an official capacity, not previously known to staff, are required to provide proof of identity.

## **Collection of Children**

No child is ever allowed to leave the provision with an adult who is not the normal collector of the child without prior permission being obtained.

## **Relevant Provision Policies and Procedures**

### **Procedures Following Suspected Child Abuse when Abuse is Suspected Outside the Provision**

These procedures will immediately come into action if any child attending the provision is suspected of being the victim of physical, sexual or emotional abuse or persistent/severe neglect outside the provision. Please refer to the flow charts on pages 10 – 14 in the booklet 'What to do if You're Worried a Child is Being Abused', a copy is available [here](#).

The staff member expressing concern will discuss the situation immediately with the designated Child Protection Person. That person will lead an immediate and thorough investigation in conjunction with the Managers and other relevant staff.

Depending on the initial findings, some or all of the following steps should be taken:

- The child's parents will be informed if the designated Child Protection Person and the Managers consider this would not put the child further at risk. If they are not sure they will seek professional advice;
- The matter will be referred to the Local Authority and every co-operation afforded to any investigation by Police and Social Services;
- Staff will work with the child and, if appropriate, their family, in partnership with other agencies;
- The staff team should be supported throughout by the designated Child Protection Person and Managers.

### **Written Report**

As a result of the suspected abuse a comprehensive, confidential report will be compiled. It will include:

- A description of the alleged abuse/neglect;
- A diary of events;
- Accounts of any meetings with parents;
- Any action taken;
- The steps taken to support the child;
- Any lessons learnt;
- Details of any resulting changes to be made in the provision's procedures/practices.

If an allegation is made against a member of staff, which could be by a parent or colleague, an immediate and thorough investigation will be conducted by the designated Child Protection Person in conjunction with the child's parents and the provision's managers.

- The staff member against whom the allegations have been made will be suspended pending further investigation;
- The matter will be referred to the Local Authority and every co-operation afforded to any investigation by Police and Social Services;
- Ofsted will be notified of the allegations and informed of the outcome;
- The child's parents will be kept fully informed throughout;
- Staff will need to work with the child and their family to offer them support and rebuild trust;
- The staff will be supported throughout by the designated Child Protection Person and the Managers;
- The provision will need to check its policies and procedures and review as necessary in light of the allegations and the outcome of any investigation.

### **Written Report**

As a result of the allegation a comprehensive, confidential report will be compiled and circulated to the parents and other interested parties. It will include:

- A description of the allegation;
- A diary of events;
- Accounts of any meetings with parents;
- Details of the internal provision's investigation and the subsequent involvement of any professionals/agencies;
- Any action taken;
- The steps taken to support the child and family;
- Any lessons learnt from the allegation and resulting investigations;
- Details of any resulting changes to be made in the provision's procedures/policies.

### **Protection of Staff from Allegations of Abuse**

Staff in the provision are privileged to be able to work closely with children and their families, forming warm and caring relationships. However, because of the nature of their work staff are also vulnerable to allegations of child abuse.

By having appropriate policies and procedures in place and following the principles of good practice the provision not only protects the children in their setting, but also the adults.

For their part staff need to avoid putting themselves in situations that may lead to allegations being made against them.

They also need to observe closely the provision's Code of Staff Conduct, particularly ensuring:

- The safety and welfare of the child is always paramount;
- They fulfil their responsibilities and duties towards children by working in partnership with parents;
- Their relationship with children and families are conducted in a professional manner at all times;
- All provision policies and procedures are followed, those listed below are particularly relevant:

- Parents as Partners;
- Behaviour Management;
- Equal Opportunities/Inclusion/Special Educational Needs;
- Vigilance in Health & Safety matters, eg recording any bruises/marks a child has on arrival in their incident book (separate pages for each child to ensure confidentiality);
- Comprehensive reporting of all children's' accidents is made to parents, for their signature. Where possible any written account should be witnessed by a second staff member;
- Any training needs identified in themselves or other team members are passed on to their Line Manager;
- Advice, help and/or support is sought if they find a child's behaviour is persistently challenging or difficult to manage.

### **Additional Guidance for Staff**

(Compiled from Information Supplied in the Devon County Council Publication "Child Protection – What can I do?" (Ref 21) and information provided by the Department of Health Publication "What to Do if You're Worried a Child is Being Abused")

### **What is Child Abuse?**

There are many different types of child abuse and many ways in which abuse can occur. It can happen to children at any stage of development from birth until they are able to act independently. In law, young people are children up to the age of 18 years.

There are four main categories of abuse and children may suffer from more than one type at a time:

**Physical abuse.** Where a child is physically hurt, injured or killed. This is non-accidental, deliberately inflicted and can involve hitting, shaking, squeezing, burning and biting. It also includes giving a child poisonous substances, inappropriate drugs and alcohol, and attempted suffocation or drowning. In some cases excessive force may be used when feeding or changing a child's nappy.

**Sexual abuse.** Where children (girls and boys) are sexually abused by adults or other children who use them to meet their own sexual needs. This might be sexual intercourse, and also includes fondling, masturbation, oral sex, and intercourse and exposing children to pornographic material – including videos.

**Neglect.** Where parents or carers persistently fail to meet the basic and essential needs of their children, to have food, clothes, warmth and medical care. Leaving children alone and unsupervised is also an example of neglect. Parents refusing to give love and affection to their children is an example of emotional neglect.

**Emotional abuse.** Where constant lack of love and affections, or threats, verbal threats, taunting and shouting can lead to loss of confidence and self-esteem, making a child become nervous and withdrawn.

What might make you worry or give you cause for concern?

- Is the child doing something that is unusual for that child?
- Is the child over-friendly with strangers?
- Do you recognise any or some of the following in the child?
  - Frequent mood changes;
  - Unusual eating patterns, ie always hungry;
  - Change of appearance;
  - Quiet and withdrawn, a loner;
  - Never wants to go home;
  - Tired looking;
  - Seductive behaviour;
  - Frequent bruises – particularly on fleshy parts;
  - Gives the impression of being unloved and unhappy.

### The Parents

The child's parents could well be trying to attract attention to themselves by an initial cry for help.

In instances of abuse, both the child and parents need help. Some parents are very relieved to know that their problem has been recognised. Others, unfortunately, may deny that a problem exists or become elusive if they feel they are under suspicion.

### What do I do?

Remember that children are vulnerable individuals who do not always communicate their anxieties or concerns in 'usual ways'.

This is particularly important if a child has special needs or disabilities.

If you suspect abuse:

DO	DON'T
Tell the designated Child Protection Person at once.	Examine the child.
Realise that your concerns could be significant and should be passed on.	Ask leading questions

If a child tells you something has happened:

DO	DON'T
Allow the child to do the talking.	Postpone or delay the opportunity to listen.
Remain calm and caring.	Allow your own feelings (such as anger, pity or shock) to surface.
Allow the child to finish.	Make false promises (that you will keep 'the secret' for example)
Record the conversation as soon as possible afterwards (it could be helpful to use the child's own words where	Interpret what you have been told, just record it.

possible.)	
Refer to the Designated Child Protection Person.	

## **Confidentiality**

Confidentiality raises problem for anyone working with situations involving child Protection and every effort is made by all concerned to handle information discreetly.

However, if the provision makes an allegation about a child who may be at risk, Devon Social Services must ensure that a thorough investigation into the child's situation takes place at once. In exceptional circumstances the evidence of an individual may be required in a court of law.

The name of any person expressing concern can be kept confidential, but parents/carers may find out the identity of the source of the referral from the information supplied.

Some parents/carers may be very angry about the intervention but, if there is a conflict of interests, the need to protect the child must always come first.

## **Designated Person for Child Protection Job Description**

The designated person must have attended Child Protection Training within the last 6 months.

Job Summary: Working with the Managers co-ordinating the provision's response to Child Protection issues and situations.

Responsible to: Co-Managers

Responsibilities:

Co-ordination

- Ensure Child Protection Procedures are followed and all staff are aware of their responsibilities in this area;
- Take the lead role in gathering information following suspected child abuse;
- Facilitate ongoing work supporting the child and the parents/carers;
- Ensure appropriate records are kept.

Liaison

- Work with colleagues advising and supporting them and ensuring they are kept well informed on Child Protection issues and situations;
- Liaise with parents/carers as advised;
- Liaise with other professionals/agencies and ensure full co-operation is afforded during any investigation.

Professional Development

- Identify training needs in the staff team;

- Attend training courses and cascade back to colleagues;
- Advise colleagues on Child Protection issues;
- With the Co-Managers review the provision's Child Protection Policy and Procedures regularly.

**We understand the pressure that all staff work under during the session, but in appreciating this we do not want you to take short cuts and think that it won't matter this once. It does matter. Protecting the children from injury or abuse always matters.**

**Policy last updated\_\_08/03/2011**

**Policy Review\_\_\_\_\_07/03/2013**

**Signed Staff\_\_\_\_\_**

**Date\_\_\_\_\_**

**Signed Parent\_\_\_\_\_**

**Date\_\_\_\_\_**

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