



LITTLE INSPIRATIONS

DAY NURSERY

Child Protection Policy and safeguarding policy

CSSIW Theme:

Wellbeing, Care and development, Leadership and management

Wales National Minimum Standard

Section staffing 13 section complaints, protection and notifications 20

RCT Flying Start monitoring tool - HC19

The Aim of the Policy

At Little Inspirations we ensure the child welfare is paramount.

The aim of this policy is to define the meaning of abuse or neglect, identify the possible signs and indicators inform all services users of the procedures when dealing with a suspected case.

As a childcare provider we have a responsibility to ensure that all persons caring for the children in our setting are able to confidently put the procedures into practice. To confirm that the setting has an appointed Child Protection Officer who will take responsibility for decisions made regarding a suspected case

Introduction

- A child is defined as a person under the age of 18 (The Children's Act 1989).
- This policy has been devised to meet the minimum standards set out CSSIW and to incorporate the All Wales Child Protection procedure 2008.
- This policy applies to all staff including nursery nurses, nursery assistants, office, domestic, regional, students, volunteers and anyone working on behalf of the company.
- The children's welfare is paramount.
- Under the Child Protection Act the setting has a duty by law to report any concerns or issues that arise over the health and welfare of any child in our care.
- There may, on rare occasions, be issues that require us to contact Children's Services for advice or investigation. Where possible the staff will be open and honest to you about the action taken.
- There may be occasions where we would undertake action without parental knowledge because we believe it to be in the child's best interest.

- This policy extends to all parents who may have concerns about any child's welfare.
- The staff will offer support and follow a strict code of practice and confidentiality.

Definitions of abuse

Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. This may take place within family or in an institutional setting, by those who know the child or by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect. All children have the right to be protected by inter-agency.

Abuse has the following headings:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Significant harm

Duty to all children

- Treat the child's welfare as paramount;
- Be alert to and aware of the risks which individual abusers, or potential abusers, may pose to children;
- Recognise when a parent or carer has compromised parenting capacity, that is, problems which may affect their capacity to provide effective and appropriate care, or which may mean they pose a risk of harm to a child.
- Be aware of the impact and effects of abuse and neglect on children;
- Have an understanding of the Framework for Assessment of Children in Need and their Families, which underpins the processes of assessing needs, planning services and reviewing the effectiveness of service provision at all stages of work with children and families;
- Share and help to analyse information so that an informed assessment can be made of the child's needs and circumstances;
- Contribute as required to provide help or a specific service to the child or a member of their family as part of an agreed plan and contribute to the reviewing of a child's progress.
- Contribute as necessary at all stages of the child protection progress.
- Contribute to regularly reviewing the outcomes for the child against specific shared objectives.
- Work cooperatively with the parents, unless this is inconsistent with the need to ensure the child's safety.
- Be committed to fully cooperating with all other agencies in the interests of safeguarding children.

The partner agencies listed in the Children Act 2004 share statutory responsibility for safeguarding and promoting the welfare of children and there is a duty placed on all professionals working for those agencies to report concerns.

When to be concerned

Staff should be concerned about a child if he or she-

- Has an injury which is not typical of the age or stage of the child development or associated with children's activities
- Has regular unexplained injuries;

- Frequently has injuries that cannot be explained
- Confused or conflicting explanation are given on how injuries were sustained
- Exhibits significant change in behavior, performance or attitude;
- Indulges in sexual behaviour or conversation that is inappropriate to his or her age and development.
- When child discloses information or experience in which he or she may have been significantly harmed.

Dealing with a Disclosure

If a child discloses that he or she has been harmed, abused or put at risk in some way, the person should-

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child but to not make promises to keep secrets or might not be possible to keep
- To not promise confidentiality- you will need to pass this information on
- Offer reassurances to him or her.
- Listen, rather than ask questions
- If questions are needed ensure that they are open ended questions
- Do not criticise the perpetrator;
- Explain what has to be done next if appropriate
- Write a record of the conversation as soon as possible.
- Report the conversation to a manager and child protection officer immediately
- Follow the company policy on report child protection issues.

Reporting and recording concerns

Anyone who has concerns about a child should complete a concern form. This may not lead to investigation but will help to gather information.

All staff must report any concerns to the **Child Protection Officer and Setting Manager/Deputy Manager** or to **Jenine Gill (company director)**. All staff will be made aware of whom to report their concerns to. Staff are to understand that they do not have the right to make a report anonymously. It will be the decision of the setting manager and whomever she has decided to discuss the concern with. Concerns will only be discussed to aid protection not to delay protection. All concerns will be taken seriously and staff will be given full support to make a referral. The decision to make a referral will not be taken lightly but at the same time staff must not be afraid to make referral in case their concerns are wrong.

Little Inspirations will endeavor to train its staff in this area to ensure that they feel confident to deal with this situation.

Concerns

Any concerns will be made to the MASH team telephone number 01443 742928. This will then be followed up in writing using the C1 referral form; they can be contacted between 8.30-5.00 Monday - Friday or Children's Services intake and assessment team on 01443 431513. Nothing should be delayed when a child is at risk. If a child is at imminent risk contact 999. The person taking the telephone call should be given the following information:

- The reason for the concern
- the full names, address and date of birth of the child
- The names, addresses and dates of birth of family members along with any other names which they use or are known by
- The names of all those with parental responsibility

- The names of other professionals involved with the family including the name of the child's school and GP
- Any information affecting the safety to the staff
- All concerns reported should be backed up by using Multi agency referral form child in need or child protection in guidelines of Local Safeguarding children Board. This form is available in the manager office with the All Wales Child Protection File. This must be completed immediately and sent with 48 hours of any referral being made.

After a concern has been made

Staff have to be aware that they may have to attend a case conference and prepare written records to back up their report. The management team will give full support to all staff in this situation. We will endeavor to council and help our staff through the conference.

Staff training

Staff will be offered to attend a training course that covers the Child Protection Act and safeguarding. Staff will also have to read and sign sections of the Child Protection Act file. Management will check signatures to ensure that staff is reading the file. Also staff meetings will be held where sections of the file will be discussed to ensure that every one is aware of their responsibility.

Allegations of abuse against a member of staff

- All allegations will be taken seriously and treated in accordance with the All Wales Child Protection Procedures.
- All allegations and suspicions will be reported to Children's Services.
- The setting will then take instructions from Children's Services and they will decide if the allegation merits a disciplinary or whether a criminal procedure should take place.
- If the incident is not found to be a criminal offence but fails to comply with our company procedures we will hold our own investigation and a possible disciplinary will still be, conducted.
- The accused will not be approached until advised by the authorities to do so; they will then receive a written report of the allegation and be suspended for further investigation to take place.
- The investigation will be led by the police and Children's Services.
- The setting will not be able to discuss the allegation with the accused or any other staff; it will be treated with the strictest of confidentiality.
- If anyone has information about the allegation they must disclose the information immediately to the professional bodies.
- If any of the staff have concerns about another member staff they have a duty to report their concerns to the nursery manager/ child protection officer they must not discuss their concern with anyone else.
- If they are found to be discussing their concerns with other staff they could be facing disciplinary action and also potentially damage any case that there may be.
- All concerns have to be recorded in writing.
- At the end of the child protection investigation the member of staff will be given a written statement of the allegation together with the conclusion of the investigation.
- Staff will only be re-instated if the investigation was found to be untrue.
- The setting will take their lead from Children's Services.

Use of Photographic / filming equipment/recording devices and mobile phones

Due to data protection and the vulnerability of the children we look after we have to protect each individual's right to confidentiality, with this in mind we have reviewed our photograph/ video policy/recording devices and mobile phones.

- Parents and staff/students/visitors are not permitted to use mobile phones or any recording devices on any of our sites.
- On enrolment parents will be asked for permission for the staff to photographs of children that will be used in the child development book to demonstrate progress.
- On enrolment parents will be asked to give consent for using photographs and videos in the company's advertising and public relationship work. This could take form in newspapers, media social sites, power point presentations and company branding products.
- Parents will not be allowed to photographs or video any of the children and events unless 100% consent has been given.
- We would ask parents not to post photograph or videos of children on media sites as the consent is only for company use.
- Mobile phones will never be used for taking photographs or for videos of children.
- All staff have to compile with the company policies on mobile phones, company photographs and media social site.

The partner agencies listed in the Children Act 2004 share statutory responsibility for safeguarding and promoting the welfare of children and there is a duty placed on all professionals working for those agencies to report concerns.

Concern form

This form is to be completed if you have any concerns with regards to a child, please complete this form and pass on the relevant information to your line manager then place the form in a sealed envelope. This form is a internal form on making a phone call you must complete the Multi agency referral form child in need or child protection in guidelines of Local Safeguarding children Board and this form must be sent with 48 hours of any call being made. Copies of all form must be kept with child information and must be kept lifelong.

Name of child	
Date of birth	
Date of report	
Name of staff	

Nature of concern When completing this form please be clear on facts, opinions, judgments and hypothesis.

Who did you report your concerns to?	
Have the parent been informed about the concern? If yes please give further information	_____
Does this concern need to be reported to child protection team? If yes please record the details.	Name of the duty officer Time and date of call Record any advice given
Please confirm if the Multi agency referral form child in need or child protection in guidelines of Local Safeguarding children Board form is completed, photocopied and sent to the local child protection board.	

Follow up comments

Staff signature _____ date _____
 Senior staff signature _____ date _____
 C.P.O officer signature _____ date _____