

# Under Fives Roundabout Child Protection Policy Policy No: 1.2

**Last reviewed: January 2010**

**To be reviewed by: January 2011**

**Responsible member of staff: Elizabeth Lord**

**Responsible member of committee:**

Child protection policy

### Statement of intent

Our Pre-School/Playgroup will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3. Keeping safe	2.1. Respecting each other 2.2. Parents as partners	3.4. The wider context	4.4. Personal, social and emotional development

## **Aims**

Our aims are to:

1. create an environment in our Pre-School/Playgroup which encourages children to develop a positive self image, regardless of race, language, religion, culture or home background;
2. help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
3. encourage children to develop a sense of autonomy and independence;
4. enable children to have the self confidence and the vocabulary to resist inappropriate approaches; and
5. work with parents and carers to build their understanding of and commitment to the welfare of all our children.

The legal framework for this work is:

- The Rehabilitation of Offenders Act 1974
- The Children Act 2004 (Every Child Matters)
- Human Rights Act 1998
- Data Protection Act 1998
- The Protection of Children Act 1999
- The Children (NI) Order
- The Children (Scotland) Order

Guidance

What to do if you are worried a child is being abused (2004)

## **Liaison with other bodies**

1. We work within the Area Safeguarding Children Committee guidelines.
2. We have a copy of 'What to do if you are worried a child is being abused' available for staff, volunteers and parents to see and all staff are familiar with what to do if they have concerns. All staff are issued with a copy of the summary booklet during induction.
3. We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the wellbeing of children.
4. We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of the local Social Care (Office of Children and Young People's Services) teams, to ensure that it is easy, in any emergency, for the Pre-School/Playgroup and social services to work well together.
5. Details of the local NSPCC contacts are also kept.
6. If a referral is to be made to the authorities, we act within the Local Area Safeguarding children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

## **Methods**

### **Staffing and volunteering**

1. Our designated person for child protection is Elizabeth Lord (trained 2008). In Liz's absence, staff would consult with Sam Capes (trained 2009) who is also trained as designated person. Our designated committee member who oversees this work is Eileen Hori.
2. We provide adequate and appropriate staffing resources to meet the needs of children.
3. Applicants for posts within the Pre-School/Playgroup are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
4. We abide by EYFS requirements in respect of references and enhanced Criminal Records Bureau checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the Pre-School/Playgroup/Toddler Group or has access to the children.
5. Volunteers do not work unsupervised, even after CRB checks are complete.
6. We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
7. We have procedures for recording the details of visitors to the Pre-School/Playgroup. Names and times of entry and departure are noted in the visitors' book in the lobby, and in the register if appropriate.
8. We take security steps to ensure that we have control over who comes into the Pre-School/Playgroup so that no unauthorised person has unsupervised access to the children.

### **Responding to suspicions of abuse**

1. We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.
2. When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say or through changes in their appearance, behaviour, or in their play.
3. Where such changes evidence is apparent, the member of staff makes a dated record of the details of the concern completing a 'Logging a Concern form' and discusses what to do with the Child Protection Co-ordinator (Elizabeth Lord) and in her absence, Sam Capes. This information is stored in a confidential Child Protection file.
4. Staff in the Pre-School/Playgroup take care not to influence the outcome either through the way they speak to children or by asking leading questions of children.

5. Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals *with parental knowledge*.

### **Allegations against staff**

1. We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse, by displaying procedures on the noticeboards and giving access to our policies and procedures
2. We follow the guidance of the Area Safeguarding Children Committee when responding to any complaint that a member of staff or volunteer has abused a child.
3. We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident on a logging a concern form.
4. We refer any complaint immediately to the local authority's social service department to investigate.
5. We co-operate entirely with any investigation carried out by social services in conjunction with the police.
6. Our policy is to suspend the member of staff on full pay for the duration of the investigation; this is not an indication or admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

### **Disciplinary Action**

Where a member of staff or a volunteer is dismissed from the Pre-School/Playgroup or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

### **Training**

- We seek out child protection training opportunities for all adults involved regularly in the Pre-School/Playgroup to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the Pre-School/Playgroup/Toddler Group.

### **Planning**

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left ajar.

## **Curriculum**

1. We introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop understanding of why and how to keep safe.
2. We create within the Pre-School/Playgroup a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
3. We ensure that this is carried out in a way that is developmentally appropriate for children.

## **Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff:

1. offers reassurance to the child;
2. listens to the child; and
3. gives reassurance that she or he will take action.

The member of staff does not question the child *and will immediately inform the designated person of the disclosure.*

## **Recording suspicions of abuse and disclosures**

Using a Logging a concern form, Staff make a record of:

- the child's name;
- the child's address;
- the age of the child;
- the date and time of the observation or the disclosure;
- an objective record of the observation or 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; and
- the names of any other person present at the time.

These records are signed and dated and kept in the Child Protection file.

All members of staff know the procedures for recording and reporting.

## **Informing Parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local Area Safeguarding Children Committee does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

### 5.1. Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Area Safeguarding Children Committee.

### Support to families

1. The Pre-School/Playgroup takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
2. The Pre-School/Playgroup makes clear to parents its roles and responsibilities in relation to Child Protection, such as the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local Social Care Department.
3. The Pre-School/Playgroup continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
4. Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Area Safeguarding Children Committee.
5. We follow the Child Protection Plan as set out by the Social Care Department in relation to the setting's designated role and tasks in supporting the child and family, subsequent to any investigation.

### *Useful Telephone Numbers/Information*

**OFSTED** 08456 404040

**Social Care** – Cambridge City Social Care Team No. **0345 045 5203**

Office hours 08:45 am to 5.20 pm Monday to Thursday, 8.45 am to 4.25 pm Friday

Out of hours **01733 234724**

**Cambridge Constabulary** (non-emergency) No. **0345 456 456 4**

**Emergency services** (police, ambulance, fire brigade) **999**

**Cambridgeshire Local Safeguarding Children Board** (LSCB)

<http://www.cambslscb.org.uk> LADO UNIT 01480 372644

NSPCC Helpline 0808 800 5000

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