

## **CHARNWOOD TRUST CHILD PROTECTION POLICY AND SAFEGUARDING PRACTICES**

**Created: September 2017**

**Reviewed date: August 2018**

**Next review date: August 2019**

### **1. Purpose of the Policy**

At Charnwood, we work with children, their parents, external agencies and the community to give those children the very best start in life and ensure their welfare and safety. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form, so their physical, emotional and developmental care is a priority.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of their health and development. We strive to protect them from the risk of radicalisation and we promote understanding and tolerance of other beliefs and cultures. Safeguarding is a much wider subject than the elements covered within this single policy, and therefore this document should be used in conjunction with the nursery's other policies and procedures. A list of specific relevant policies is included at appendix 1, and can be accessed upon request.

### **2. Legal framework and definition of safeguarding**

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- Working together to safeguard children 2015
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.

Using definitions in the 2015 Working together document, Safeguarding and promoting the welfare of children in this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

### **3. Policy**

To safeguard children and promote their welfare we:

- Provide safe and secure environments for all the children in our care, offering reassurance, comfort and sensitive interactions which encourage them to develop a positive self-image.

- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development, supporting them to learn how to keep themselves safe.
- Promote understanding and tolerance of different beliefs, cultures and communities.
- Help children to understand how they can influence and participate in decision-making, and promote British values through play, discussion and role modelling
- Always listen to children.
- Provide positive role models and a safe culture where staff are confident to raise concerns about professional conduct.
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

#### 4. **Practice**

Charnwood Trust is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The Trust will therefore:

- Keep the child at the centre of all we do.
- Ensure staff have ongoing training from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour.
- Be vigilant in respect of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other situations leading to children and families being isolated and vulnerable.
- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures.
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need.
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including through annual safeguarding training.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Stockport Safeguarding Children Board.
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate.
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest.
- Ensure that children are never placed at risk while in the charge of nursery staff.

- Be sensitive to changes in staff behaviour and respond to allegations of abuse as per the procedure at Appendix 2.
- Keep the settings safe from intruders or non-allowed individuals with secure boundaries, and if there is any breach, move children to safety and seek support from the police and relevant others.
- Remove children (eg to inside the building or away from windows) if situations arise where they can witness traumatising incidents outside of the nursery boundary. Where appropriate, contact the police.
- Keep the settings safe online using appropriate filters, checks and safeguards, monitoring access at all times.
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery, and are kept informed of all updates when they occur.
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Stockport Safeguarding Children Board.

## **5. Addressing Concerns**

Charnwood works under the guidance of the “Safeguarding Children in Stockport” Board, which follows the Greater Manchester Safeguarding Children Procedures. In line with those guidelines, childcare providers are required to advise parents, prior to a referral being made to Children’s Social Care. However, in certain circumstances it may be necessary to make a referral without a parents’ knowledge or consent.

Concerns about a child’s welfare should first be reported to one of the Designated Safeguarding Persons, or to Cath Carr-Deed, Charnwood Trust’s Head of Education and Senior Designated Person. Cath is also the Looked After Children designated person.

No attempt will be made by Charnwood staff to investigate suspected abuse. This is the responsibility of the Local Authority and it is the responsibility of those investigating the abuse to keep parents fully informed.

In the event of any allegations being made against a member of staff or volunteer, the individual concerned will usually be suspended immediately until a thorough investigation has taken place. (See Appendix 2)

### **Contact telephone numbers**

Cath Carr Deed:	0161 442 7767
Children’s Social Care duty Social Worker:	0161 217 6028
Local authority Designated Officer (L ADO):	0161 474 5657
Local Safeguarding Children Board (LSCB):	0161 474 5657
Out of Hours Team	0161 718 7118
NSPCC Whistleblowing helpline	0800 028 0285
Police	0161 872 5050 or 999
Non-emergency police	101
Ofsted	0300 123 1231
Government helpline for extremism concerns	020 7340 7264

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Trust Director (0161 442 7767) at the earliest opportunity.

## **Appendices**

- Appendix 1: Related policies and procedures
- Appendix 2: Managing allegations of abuse against a member of staff or volunteer
- Appendix 3: Staffing and Volunteering
- Appendix 4: Types of abuse and procedures followed

### **Appendix 1: Related policies and procedures**

Behaviour Management Policy. Collection of Children Complaints policy and procedure. Disciplinary and Grievance procedures. Educational Visits policy. Health and Safety Policy. Healthy eating policy. ICT policy. Inclusion Policy. Lost child Medication policy. Mobile phone policy. Physical contact management. Photograph Policy	Prevent Policy Outdoor play policy. Recruitment policy and procedures. SEN policy. Sickness and Illness policy (Children). Staff conduct policy. Staff Training Policy. Staffing Policy. Sun-care policy. Toileting Policy. Visitor's policy. Volunteer policy. Whistle Blowing Policy.
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## **Appendix 2:**

### **Managing Allegations of Abuse Against a Member of Staff or Volunteer**

All allegations will be taken seriously, and both those making an allegation and those against whom the allegation is made will be treated sensitively and with respect, and offered appropriate support. Any investigation will be carried out via the Local Authority Designated Officer (LADO) within the Working Together to Safeguard Children procedures.

#### **Procedure**

1. When an allegation is made, the Charnwood Trust's Senior Designated Person (Cath Carr Deed) should be informed immediately, who will record relevant details of the allegation. She will take the decision and responsibility for contacting the LADO, (Gill Moore 0161 474 5657), and together, they will decide who else should be informed at this stage (eg OFSTED, DBS).
2. In consultation with the Senior Leadership Team (SLT) members or Chair of Trustees, a decision will be made concerning the suspension or transfer of the staff member.
3. In consultation with the LADO, parents will be informed of the allegation (if they don't already know) and progress as the investigation continues, and the outcome is decided. Appropriate advice and support will be offered.
4. In consultation with the LADO, the person who is the subject of the allegation will also be informed of progress, and appropriate advice and support offered.
5. Every effort will be made to maintain confidentiality whilst the allegation is being investigated and considered. An identified person will be given the role of spokesperson in the event of a breach in confidentiality.
6. Even if there is no criminal prosecution, Charnwood Trust may still decide to initiate Disciplinary Procedures which could lead to the termination of the staff member's employment.
7. Details of the allegation, investigation and outcome will be retained on the personnel record of the individual for a minimum of 10 years.
8. Unfounded allegations will result in all rights being reinstated.
9. Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.
10. Following any allegation, a review of the circumstances, procedures and features of the Trust's organisation will be undertaken and appropriate changes made to prevent future abuse. This review may be undertaken in co-operation with an outside organisation.

### **Appendix 3**

#### **Staffing and Volunteering Policy**

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the Trust to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the nursery regardless of whether or not they have a DBS clearance.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's services team, the Local Safeguarding Children Board (LSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named persons known as the Designated Safeguarding Persons, and the senior Designated Safeguarding Person within the Trust who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues. There is always at least one designated person on duty during all opening hours of the settings. These designated persons receive comprehensive training at least every two years and update their knowledge on an ongoing basis.

The Senior Designated Safeguarding person liaises with the Local Safeguarding Children Board and the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

The Designated Safeguarding Persons are:

Cath Carr Deed (Senior Designated Safeguarding Person)  
Anne Smith (Heaton Moor)  
Gill Rogers (Lancashire Hill)  
Debbie Cowling (Belmont)

See Recruitment Policies and procedures:

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks 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
- All staff receive regular supervision meetings where opportunities are made available to discuss any issues relating to individual children, child protection training and any needs for further support. They, along with volunteers and students have to confirm in writing their suitability to work with children annually, and during supervision are asked about any changes that may affect their suitability to care for the children. This includes information about their health and medication We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.



- We use the DBS update service to re-check staff's criminal history and suitability to work with children.
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so. We ensure we receive at least two written references before issuing a contract for a new member of staff.
- All students will have enhanced DBS checks conducted on them before their placement starts.
- Volunteers, including students, do not work unsupervised.
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.
- All visitors/contractors are supervised whilst on the premises, especially when in the areas the children use.
- As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones, Pokémon hotspots, strangers lingering. We will ensure the children remain safe at all times.
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner.
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, safeguards are put into action to ensure the safety of the child and the adult.

## Appendix 4

### Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

#### **Indicators of child abuse**

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children, and will take advice from the appropriate bodies on this area.

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

Staff should make an objective record of any observation or disclosure, supported by the Designated Safeguarding Person. This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern that was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

This record should be signed by the reporting person and the Designated Safeguarding person, dated and kept in a separate confidential file.

#### **Disclosure:**

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted, and/or a Common Assessment Framework (CAF) needs to be initiated. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.



Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

### **Support to families**

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

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 in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

### **Types of Abuse**

#### Physical abuse

The Designated Person must be contacted if staff have reason to believe that there has been a physical injury to a child, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face. Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the relevant teacher.

Children (and babies) may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the Designated Person.

#### Female genital mutilation

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England. Nursery staff are more likely to come across this area of abuse amongst the older siblings of nursery children. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If staff have concerns about a child / young person relating to this area, it must be discussed with the Designated Safeguarding Person. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

#### Fabricated illness:

This is also a type of physical abuse, and the Designated Safeguarding Person must be consulted. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

### Sexual abuse:

The Designated Safeguarding Person must be involved if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

### Emotional abuse:

The designated Safeguarding Person should be consulted if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse

may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

### Neglect:

The Designated Safeguarding Person should be consulted if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs. As part of our requirements under the statutory framework and guidance documents we will monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

### Extremism – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

### E-Safety

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely. We therefore have introduced checks and safeguards into our systems to ensure that information, images and users are kept safe.