

# Safeguarding Children and Child Protection

## Safeguarding and Welfare Requirement: Child Protection

The provider must take necessary steps to safeguard and promote the welfare of children.

Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

### EYFS key themes and commitments

The Themes and Principles describe the features of our practice on which the Early Years Foundation Stage is based. They emphasise that the child is of first importance and that all relationships, experiences and the environment together influence how the child will develop, plan and learn.

[http://www.foundationyears.org.uk/files/2011/10/EYFS\\_Principles1.pdf](http://www.foundationyears.org.uk/files/2011/10/EYFS_Principles1.pdf).

**A Unique Child – 1.3 keeping safe**

**Positive Relationships – 2.1 Respecting each other 2.2 Parents as partners**

**Enabling environments – 3.4 The wider context**

**Learning and developing – 4.4 Personal, social and emotional development**

### Policy Statement

The health, safety and welfare of all our children are of paramount importance to all the adults who work in our Pre-School. Our children have the right to protection, regardless of age, gender, race, culture, background or disability. They have a right to be safe in our Pre-School. This policy is in line with SSCB (Suffolk Safeguarding Children Boards) local guidance and procedures.

**Yaxley & Mellis Pre-School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**We intend to create in our Pre-School an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.**

### Aims and objectives:

Our aims are:

- to provide a safe environment for children to learn in;
- to establish what actions the pre-school can take to ensure that children remain safe, at home as well as at school;
- to raise the awareness of all staff to these issues, and to define their roles and responsibilities in reporting possible cases of abuse;
- to identify children who are suffering, or likely to suffer, significant harm;
- to ensure effective communication between all staff on child protection issues;
- to set down the correct procedures for those who encounter any issue of safeguarding.

### Statutory Framework

This policy is formulated using the DfES documents: 'Circular 10/95 – Protecting Children from Abuse: The Role of the Education Service', 'Working Together to Safeguard Children' (2006), 'Safeguarding Children and Safer Recruitment in Education' (2006) and Suffolk Safeguarding Children Board. Section 175 of the Education Act 2002 introduced a new duty requiring governing bodies and LAs to have appropriate child-protection procedures in place. This policy takes account of the requests set out in the Children Act 2004 ('Every Child Matters'). Nursery Settings are expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or is at risk of abuse – these procedures should also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

DfEE Circular 10/95 (Protecting Children from Abuse: The Role of the Education Service) places the following responsibilities on all schools:-

- Early Years settings should be aware of and follow the procedures established by the Safeguarding Committee
  - Early Years settings should have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff should be alerted to signs of abuse and know to whom they should report any concerns or suspicions
  - The Designated Person/s should have responsibility for co-ordinating action within the setting and liaise with other agencies
  - Staff with designated responsibility for Safeguarding should receive appropriate training
- Circular 10/95 also states that

*“Parents should be made aware of the Safeguarding Policy and*

the fact that this may require cases to be referred to the investigative agencies in the interests of the child". Including the police.

If a member of staff is unsure if their concerns meet the critical threshold for referral, they will immediately seek advice from the Designated Person/s for Child Protection. Zoe Wright, Rosie Gooderham and Allie Turner-Clay are the designated members of staff responsible for Child Protection to whom all staff would report.

The roles of the Designated Persons for Child Protection are summarised as follows:

- to formulate pre-school policy in accordance with Suffolk policy and procedures – reviewing and updating annually, or when required
- to be available and accessible to staff in the setting; ensuring all staff are aware of policy and procedures.
- to support staff to express and record any concerns they identify about children/young people in their care;
- to ensure that the recording of concerns is objective, detailed, concise, precise and robust;
- to ensure that the recording, maintenance and storage of records of concern complies with the Data Protection Act 1998; That these accurate records relating to individual children are kept in a secure place and marked 'Strictly Confidential'
- to facilitate the referral process and ensure all pertinent and available information is passed on to the appropriate person/agency;
- to facilitate the safe handover of open records of concern to a designated person when a child or young person in their care moves on;
- close records of concern that require no further action and archive them safely.
- to enable staff to record any difference of opinion when deciding the appropriate course of action to take;
- to take seriously allegations made concerning staff and follow the appropriate procedure;
- to keep themselves and staff members up to date with new developments in safeguarding practice/procedures & legislations
- to facilitate the Common Assessment Framework process
- to ensure the setting complies with guidance concerning recruitment, induction and training.
- to instruct staff that they are expected to disclose any convictions, cautions, court orders, reprimand and warnings that may affect their suitability to work with children (whether received before or during their employment at Yaxley & Mellis Pre-School.)
- ensure that the pre-school effectively monitors children who have been identified as 'at risk'
- to receive suspicions of abuse and determine an appropriate response in accordance with agreed policy.
- to forward suspicions or allegations of abuse to the appropriate agency and liaising with LSCB.
- to attend or report to case conferences and other interagency meetings as required. TAC (Team Around the Child) and CAF (Common Assessment Framework) meetings
- to ensure effective channels for communication are in place within the pre-school and with local statutory children's services agencies and with the LSCB.
- provide guidance to parents, children and staff about obtaining suitable support.
- to develop the personal safety aspects of the pre-school curriculum.
- to ensure that support mechanisms are in place for staff distressed by/involvement in cases of abuse.
- to have and share clear guidelines on acceptable staff behaviour towards children at pre-school.
- to have systems and procedures in place to protect staff from malicious allegations.
- to know the procedures for allegations against staff.
- to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm

All such suspicions and investigations are kept confidential, shared only with those who need to know. The people most commonly involved are the member of staff / Key Person and the Designated named members for Child Protection, Zoe Wright, Designated Safeguarding Lead/Team Leader, Rosie Gooderham Named Deputy and Allie Turner-Clay, Admin Manager/Nominated Ofsted Person.

The Designated named members Zoe & Allie are responsible for contacting the Early Years and Childcare Consultant - As professionals we will seek advice from the **MASH Professional Consultation Line on 0345 606 1499** or refer directly via the **Customer First Professional Line on 0345 606 6167**. If you have an immediate safeguarding concern you should contact Customer First on: 0808 800 4005 - In an emergency telephone 999 and ask for the Police.

### Employment and Recruitment

Yaxley & Mellis Pre-School ensures that people looking after children are suitable to fulfil the requirements of their roles. We have effective systems in place to ensure that practitioners and any other person who is likely to have regular contact with

children are suitable. It is made clear to applicants for posts within the Pre-School, that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Staff must tell the Team Leader/ Admin Manager if they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). Yaxley & Mellis Pre-School does not allow people, whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for. The Team Leader/ Admin Manager will record information about the staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records disclosure, reference number, the date a disclosure was obtained and details of who obtained it).

Yaxley & Mellis Pre-school meets their responsibilities under the Safeguarding Vulnerable Groups Act 2006.

We will do all we can to ensure that all those working with children in our pre-school are suitable people. This involves scrutinising applicants, verifying their identity and obtaining at least two references, as well as the mandatory checks and enhanced DBS. All such references are followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations are sought.

We follow the DfES guidance set out in Safeguarding Children: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service, DfES.

All staff have to have received an enhanced DBS check prior to working alone with the children, they must also register with the update service.

A practitioner may be disqualified from registration in accordance with regulations made under Section 75 of the Childcare Act 2006. Where a person is disqualified, Yaxley & Mellis Pre-School would not employ that person in connection with any early year's provision. If we become aware of any relevant information that may lead to disqualification of an employee, we would take the appropriate action to ensure the safety of the children. The information would be provided to Ofsted as soon as reasonably practicable but at the latest within 14 days of the date we became aware of the information.

All appointments, both paid and voluntary are subject to a probationary period and are not confirmed unless the Pre-School is confident that the applicant can be safely entrusted with children.

All staff undergo an induction procedure where we emphasise the importance of safeguarding the children in the pre-school. All new staff will be informed of the high expectations in regard to following our clear procedures and policies. We ensure this is clear to all staff by requiring them to read our hand book, our policies and further by meeting with our safeguarding officer to discuss in detail. Training is given to all staff involved in the group to enable them to recognise the signs of abuse and what to do if concerns arise about possible abuse/neglect. All staff are aware of the location of the flowchart for referral (Staff Office & Parents Notice board). Staff are made aware that if a parent or carer tells them they are abusing/neglecting their child(ren) they must refer this to the **Customer First Professional Line on 0345 606 6167**. In some cases it may be possible to support the parents in making the referral themselves. **We cannot maintain their confidentiality.**

At the start of employment and annually thereafter (at the annual appraisal) a staff declaration form will be required to be completed to ensure continued suitability of all staff.

Every three years all staff are required to attend a Safeguarding Course run by Suffolk County Council.

### The Data Protection Act 1998

The Data Protection Act deals with the processing of personal information such as information held about a person's health and financial status. The Act applies to all paper records and records held on a computer. There are 8 enforceable principles to be complied with.

Information must be:

- Fairly and lawfully processed. We will be clear we have a justifiable and objective reason for holding the information we seek.
- Processed for a limited purpose. We will make clear to the parents/carers the purpose for which the information is held.
- Adequate, relevant and not excessive. We will only hold as much information as is necessary for its purpose.
- Accurate. We will ensure all recording is precise and objective.
- Not keep longer than necessary. We will only keep information for as long as the child is in our care or as is required for insurance purposes or as stipulated by Ofsted or other regulators. We will either pass information back to parents or in the case of open records of concern pass on to the setting or school that the child moves to.
- Processed in accordance with the subject's data rights. We will ensure confidentiality is maintained at all times and only relevant people have access to information and, where information is shared, that the relevant permissions are gained either by the setting or those responsible e.g. Social Care Services or the Police in the case of allegations of abuse or neglect.

- All information must be kept secure. We will ensure all information is securely stored in a locked location only accessible to specific staff and those to whom it pertains.
- Not transferable to countries without adequate protection. We will not send information abroad unless we are sure it is safe to do so and we have adequate permission.

### Preventing abuse by means of good practice:

- Students, Volunteers and Visitors that have DBS certificate or relevant childcare qualifications will never be left alone with a child.
- Volunteer helpers and students **do not take** children to the toilet.
- Children will have regular circle time and discussions on appropriate behaviour
- All staff are aware of where to access the response phone number. It is clearly displayed on notice boards within the pre-school.
- On occasions employees may be required to work with a small group of children on their own, in these circumstances they will always be visible by other members of staff.
- When carrying out intimate care such as nappy changing, the door of the changing room is kept ajar so that children's modesty is considered but ensuring that the safety and welfare of the child is paramount. This is only carried out by permanent DSB checked staff.
- Only permanent DSB checked members of staff who have passed their probationary period will change children's clothing, following accidents.
- We promote the children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence, and enabling them to have the self- confidence and vocabulary to resist inappropriate approaches.
- The layout of the playroom will permit constant supervision of all children.
- We will ensure adults are not left alone for long periods with individual children or with small groups.

### Security

Entry to the front door is controlled by an electronic push button code facility. All staff are given the access code when joining the setting following DSB checks. The code is changed following any staff departures from the setting.

All other non-authorized personnel can use the door bell and a member of staff will attend to them, once we are happy with whom the visitor is and we have seen proof of identity we will allow them into the building.

All other access gates into the preschool garden are kept secure.

All visitors with appointments will be written the preschool diary kept in the office. On arrival visitors will be asked for their identification badge and then requested to sign in the visitor's book, hand in their mobile phone, and be issued with a visitors name badge (we used to have a visitor clip on badge ) they will then be escorted and introduced to the appropriate member of staff. Visitors are never left alone with a child or children.

On arrival parents/carers sign their child/ren into the signing in book. This clearly states who is collecting the child later in the day. If this person is unknown to the pre-school staff a password system is in place to ensure that the children are only released into the care of individuals named by the parent.

We will only release children into the care of a responsible adult. On our Admission Form parents are asked to give details of all authorized adults who may collect their child, and a password.

### Use of Personal Electronic Devices

All staff are required to place their mobile phones on silent into the designated phone box located in the office at the start of their session, staff may use their phone in the office with the door closed during their lunch period and they will then be required to return their mobile phone back into the box, until the end of session.

If a member of staff does not bring their phone into work then they will be required to say they haven't brought one into the premises.

All visitors are required to sign in/out in the visitor's book on entry/leaving the pre-school. All visitors are requested to place their phones in the phone box in the office during their visit.

Staff use of a pre-school mobile phone to take with them on outings, this phone does not have a camera facility.

All photographs within the setting are taken on pre-school cameras or tablets only. Photographs are printed with in the pre-school and deleted from the memory card immediately afterwards. Cameras, tablets and laptops are locked away in a filing cabinet over night. We are conscious that parents and friends like to record and make memories of their children's special moments at pre-school such as Sports Day, and End of term parties. On these occasions all parents attending the event will be asked if they have any objection to photographs or video recordings being taken. If there is no objection then we will allow all parents to take photographs but we will ask them to sign in our 'Parents Record of Photography & Video's' book to confirm that they have taken photographs at a specific event, on particular day and that they understand that under no circumstances are they permitted to display photographs that contain other children from the pre-school on any social networking site and that these photographs are for their own personal use only

## Social Networking Sites

Our Policy at Yaxley & Mellis Pre-School does not allow parents and pre-school staff to be friends on Social Networking sites (face book, twitter etc.), exceptions to this could be family or pre-existing friendships, prior to a child starting at our pre-school setting. Staff/Committee members will not have the pre-school name anywhere in their personal profile. Staff and committee members are informed that it is prohibited to discuss any pre-school related topics on the social networking sites, they must not discuss the children or their families, their job or other members of staff/committee. The pre-school recommends that parents also adhere to the Social Networking Policy and not send friend requests to staff/committee members on social networks.

## Baby Sitting

Staff are permitted to make private arrangements with families to baby sit outside work hours. However, we will require both parties to sign a written disclaimer to confirm that Yaxley & Mellis Pre-School is not party to any of the arrangements and cannot be held responsible during babysitting hours. Both parties must remain highly conscious that confidentiality must be paramount at all times and staff cannot discuss any details of the pre-school at all.

## Disclosure and Consent

### First Party Disclosure

This is when a parent or child tells us something that concerns us. In this instance we will share information without consent, record the information without a parents signature or knowledge; if to do so might expose the child to further harm.

### Third Party Disclosure

This is when another person tells us of their concern about a child. We will record the conversation and any action we took. We would advise the person to refer it to Customer First or help them to do so. If they refuse to refer we would tell them that we intend to make a referral to safeguard the child.

### Informed Consent

To allow us to share information about children or young people in our care we must ensure we have the informed consent of someone with parental responsibility. We will explain the purpose of the information, how the information will be shared, who the information will be shared with and how the information will be stored and for how long.

We do not have to have informed consent to share information if we are concerned that a child is being abused or neglected, or if required by the court or police.

### Informing without Consent

We may share information without consent when:

- The child or young person is at risk of significant harm
- The child or young person is at risk of harming themselves or someone else
- The child or young person needs urgent medical treatment
- Information is required by the court as part of a legal proceeding
- Information is requested by the police if investigating a serious crime
- Sharing information is required to undertake a statutory function e.g. Social Care Services
- The disclosure prevents the child or young person from committing a criminal offence that could place others in jeopardy or place us at risk of collusion

## Information Sharing

When sharing information we will follow the seven golden rules:-

1. Remember the Data protection act is not a barrier to sharing information
2. Be open and honest
3. Seek advice if we aren't sure
4. Share with consent where appropriate or over-ride this in the public interest

5. Consider safety and well-being
6. Necessary, proportionate, relevant, accurate, timely and secure
7. Keep a record

When decision making we will use the following key questions:-

1. Do we have a clear and legitimate purpose for sharing the information?
2. Does the information allow a living person to be identified?
3. Is the information Confidential?
4. Do I have consent to share?
5. Is there sufficient public interest to share the information? E.g. to safeguard a child.
6. Am I sharing the information appropriately and securely?
7. Have I properly recorded my decision to share or not to share the information?

### Procedures to follow when there is a concern

The training provided to all staff will enable them to recognise the different types and indicators of physical abuse, neglect, emotional abuse and sexual abuse. When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour or their play. When a child comes into pre-school with a worrying mark/injury parents/carers will be asked to complete a 'Existing Injury' form which asks for details of how the injury was caused and is dated and signed. This form is viewed and counter signed by the designated Safeguarding Officer. If a child has had more than 3 home accidents we review them and take appropriate action if necessary. Parents would always be spoken to before any action was taken. Setting accident forms are reviewed every term with the risk assessments.

If a member of staff feels there is a cause for concern about a child then a 'Record of Concern' is opened. This 'Record of Concern' will record any worrying changes observed in a child's behaviour, physical condition or appearance. This will be quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child any timed and dated observations. It will describe objectively the child's behaviour /appearance, without comment or interpretation. Where possible, the exact words spoken by the child are recorded and it is then dated and signed by the recorder. When appropriate a body map will be used to record a concern about physical injury to a child.

We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Such records are highly confidential and will be kept in a separate file that will not be accessible to people in the pre-school other than the Safeguarding Officer, Deputy Safeguarding Officer, Key Person and other members of staff as appropriate. Parents will normally be the first point of reference, unless we feel this would be detrimental to a child's safety.

### Children in Need

Children in need are children that the Local Authority has a duty towards in both terms of family support and child protection. The law defines children in need if

- He/she is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him/her of services by a local authority
- His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services or
- He/she is disabled

Action we would take if we were concerned about a child or young person's health or development

- If we do not suspect abuse or neglect and do not have concerns about significant harm we would liaise with the SENCO to determine what early support we can provide within the setting
- If we do not suspect abuse or neglect and do not have concerns about significant harm we would consider engaging the family in the CAF process.
- If we do not suspect abuse or neglect, but are concerned about significant harm and feel it warrants a social care service response we would call Customer First(0808 800 4005)
- If we are unsure how to proceed we would contact the Access Team for advice via Customer First.

## Children in Need of Protection

Children in need of protection must be responded to promptly and appropriately by the local authority. If we suspect a child is suffering from abuse or neglect we would Open Record of Concern and follow the LSCB flow chart and refer to Customer First or if the child is at immediate risk contact the police. Once we have called Customer First we would follow this up with the Multi Agency Referral Form (MARF) within 24 hours. We have a copy of 'What to do if you're worried a child is being abused' for parents and staff. All staff are familiar with what to do if they have concerns. This document is kept in the office.

## The Common Assessment Framework (CAF)

If we identified a child or young person with unmet needs that cannot be met by themselves or their agency or by a single-agency referral, or where the need is not a safeguarding issue we would use the Common Assessment Framework. The CAF form is consensual which means that parents agree to engage in the CAF process. This will enable us to identify if we need help from other professionals. The aim of the CAF process is to make sharing information between professionals about children and their needs easier and more productive. The assessment focuses on the needs of the child or young person and gathers information that helps identify what those needs are. We are committed to working with the multi-agency forum in Suffolk called The Team around the Child (TAC) or Team around the Family (TAF) who meet and discuss the assessment and decide an action plan to address the unmet needs. We will always make these meetings a priority to attend

## Liase with other bodies

The pre-school operates in accordance with Suffolk Safeguarding Children's Board guidelines. Parents will be allowed access to all written records about their child (except in exceptional cases where data protection laws stipulate it is against the best interests of the child to do so) and, where requested, comments from parents are incorporated into children's records. When a referral to Customer First is made parents will be advised unless this places the child at an increased risk of significant harm. The pre-school will inform Ofsted as soon as is reasonably practical but at the latest within 14 days of the allegation being made. The setting will maintain ongoing contact with the registering authority, including names, addresses and telephone numbers of individual social worker, to ensure that it would be easy, in any emergency, for the pre-school and Social Services Department to work together.

## Confidentiality

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

## Support to Families

- Yaxley & Mellis Pre-School takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the pre-school.
- The pre-school continues to welcome a child and their family whilst investigations are being made in relation to abuse within the home.
- Confidential records kept on a child are shared with parents or those who have parental responsibility for the child, only if appropriate and these do not place the child at an increased risk of significant harm.
- If you have an immediate safeguarding concern you should contact **Customer First on: 0808 800 4005**

## Allegations Against Staff

If an allegation is made against a member of the pre-school staff (or a volunteer helper), advice would be taken from the LADO and Customer First (0808 800 4005) will be contacted immediately. It is important to take a name of the person spoken to and they will advise on the next steps to be taken. If it is felt, after these initial investigations, that a further enquiry is needed, then the member of staff will be suspended. Suspension is a neutral act, on full pay for the duration of the investigation and this in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the pre-school will do all it can to balance the interests of any individual with that of the need to keep children safe. No internal investigations will commence until advised otherwise by LADO as this could void any future police investigations. All investigation/interviews will be documented and kept in a locked file. Records on the alleged perpetrator will be kept until they reach normal retirement age or for 10 years if that period of time is longer. This includes records of people no longer associated with the provision. Unfounded allegations will result in all rights being re-instated. All allegations will be passed on to the relevant organisations and will result in the termination of employment. OFSTED may be notified immediately of the allegation as is reasonably practical but at the latest within 14 days of the allegation. The pre-school will also be required to notify the Independent Safeguarding Authority (ISA) to ensure their records are updated.

Staff should avoid putting themselves in situations that may lead to allegations being made against them. This can be achieved by following some simple rules and procedures

- Treat everyone with respect, recognising their right to personal privacy.
- Be aware of situations which may present risks and manage these
- Recognise that caution is required in all one-to-one situations
- Remember that someone else may misinterpret our actions, no matter how well intentioned
- Avoid showing favouritism to any individual
- Never make suggestive remarks or gestures, even in fun
- Do not trivialise or exaggerate child abuse issues
- Do not believe “It could never happen to me.”

If allegations are made to a member of staff implicating a member of the Management Team, that staff member should contact Social Services through Customer First and the Local Area Designated Officer as detailed above. All details regarding the allegation should be kept confidential.

### Disciplinary action

Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Within this provision the care and safety of the child must always be paramount, the Pre-school will do all in its power to support and work with the child’s family.

### Telephone numbers for referral

Professionals can seek advice from the MASH Professional Consultation Line on 0345 6061499 or refer directly via the Customer First Professional Line on 0345 6066167.

Customer First (24 hrs/7days) 0808 800 4005  
Suffolk Police main switchboard 01473 613500

The Local Authority Designated Officer will be contacted immediately if an allegation is made against a member of staff, student or volunteer.

LADO Contact Numbers  
North 01502 674612  
West 01284 758816  
South 01473 263112

### This policy is underpinned by:

- Children Act 1989
- Data Protection 1998
- The Protection of Children Act 1999
- Freedom of Information Act 2000
- Equality Act 2010
- Human Rights Act 2000
- Rehabilitation of Offenders Act 1974
- United nations convention on the rights of the child
- “What to Do if You Worried a Child is Being Abused” (HMG 2006)
- The Common Assessment Framework (2005)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Working Together to Safeguard Children (revised HMG 2006)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000) Legal framework

The following Policies and Procedures should be read in conjunction with the Safeguarding Children and Child Protection Policy and Procedures:

Admissions, Achieving Positive Behaviour (Anti-Bullying), Confidentiality and Client Access to Records, Making a complaint, Data Protection, Employment, Staffing, Valuing Diversity and Promoting Equality, Fire Safety and Emergency Evacuation, Health and Safety, Induction of Staff, Students & Volunteers, Recording and Reporting Accidents & Incidents, Missing Child, Uncollected Child, Outings, Parental Involvement, Mobile phone and Camera Image, Facebook & Social Networking, Health & Safety, No Smoking, Student/Volunteer Placements.

## Appendix 1

### What is child abuse?

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Staff in the pre-school recognise that child abuse can and does happen in all types of families. The different social and cultural backgrounds of the children do not constitute barriers to child abuse and in most cases children are abused by individuals known to them, rather than strangers. Child abuse can take many formats, but all instances can be broadly categorised under one of four headings; neglect, physical abuse, sexual abuse and emotional abuse. The following identifies some possible manifestations of child abuse; however these lists are not exhaustive.

Neglect – is the persistent failure to meet basic physical and psychological needs, which may result in the serious impairment of the child's health and development. For example; poor hygiene, untreated medical problems, emaciation or under nourishment. Staff may notice behavioural signs such as a child who always seems to be hungry, is constantly tired or talks of being left alone.

#### Procedure:

- The concern should be discussed with the parent/carer.
- Such discussions will be recorded and the parent/carer will have access to such records.
- If there appears to be any queries regarding the circumstances the children's services access centre will be notified.

Physical abuse – physical signs may involve unexplained bruising in unlikely areas, facial bruising, hand/finger marks, bite marks, burns, lacerations or abrasions. Staff may notice certain behavioural signs that also indicate physical abuse such as a child that shy's away from physical contact, is withdrawn or aggressive towards others or their behaviour changes suddenly.

#### Procedure:

- All signs of marks/injuries to a child when they come into preschool will be recorded as soon as noticed by a staff member, on an existing injuries form
- The incident will be discussed with the parent/carer at the earliest opportunity.
- Such discussions will be recorded and a signature obtained from the parent/carer who will have access to such records.
- If there appears to be any queries regarding the injury, the children's services access centre should be informed immediately

Sexual Abuse – Physical signs may include bruising consistent with being held firmly, discomfort in walking /sitting, pain or itching in the genital area, discharge or blood on under clothes, or loss of appetite. Behavioural signs may include drawings or play showing indicators of sexual activity, sexual explicit language, and knowledge of adult sexual behaviour, seductive behaviour towards others, poor self esteem and a child who is withdrawn.

#### Procedure:

- The observed instances will be detailed in a confidential report.
- The observed instances will be reported to the DCPC
- The matter will be referred to the children's services access centre immediately

Emotional Abuse – Physical signs of emotional abuse may include a general failure to thrive, not meeting expected developmental milestones and behaviourally a child may be attention seeking tells lies, have an inability to have fun, low self esteem, speech disorders, and be inappropriately affectionate towards others.

#### Procedure:

- The concerns should be discussed with the parent/carer by the DCPC.
- Such discussions will be recorded and the parent/carer will have access to such records.
- If there appears to be any queries regarding the circumstances, the children's services access centre will be notified.