

Safeguarding Children Policy

DOCUMENT CONTROL

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Date: November 2015

Approved:

Date:

PURPOSE AND SCOPE

This policy shows how child protection issues are dealt with

RELATIONSHIPS WITH OTHER PROCESSES AND PROCEDURES

These are shown in the reference document: Process Relationships

Reviewed

CHANGE HISTORY

Issue **Nature of change**

11 Added section regarding Torfaen's Prevention and Early Intervention Strategy and also a section in relation to in house training.

Date Dec 2014

SAFEGUARDING CHILDREN POLICY AND PROCEDURE

Joanne Gill is the Named Child Protection Officer at Belle Vue Children's Nursery

The nursery will create an environment in which children are safe from harm and abuse; in which the welfare of the children is paramount and any suspicion of abuse is responded to promptly and appropriately. In order to do this the nursery will:

- Exclude known abusers.
- Prevent abuse by means of good practice.
- Respond appropriately to suspicion of abuse.
- Respond appropriately to allegations of abuse against adults within the nursery.
 - Keep accurate records.
 - Liaise with other bodies.
 - Support families.
 - Offer training.

Exclude known abusers

It will be made clear to applicants for posts, both paid and unpaid, within the nursery, that they will be asked to sign a statement giving details of any convictions for criminal offences against children, including any "spent" convictions under the Rehabilitation of Offenders Act 1974 form 46 Declaration of Health and Suitability and to give their permission for checks to be made to the Criminal Record Bureau.

All applicants for work within the nursery will be interviewed before appointment and asked to provide at least one reference from someone who has experience of their work with children. All references will be followed up.

All appointments, both paid and unpaid, will be subject to a probationary period and will not be confirmed unless the nursery is confident the applicant can be safely entrusted with children.

Prevent abuse by means of good practice

Children will be supervised at all times by a member of staff.

Staff members, who have not received a CRB, will not be allowed to take children unaccompanied to the toilet.

There are no circumstances in which children will be punished by smacking, slapping or shaking. Neither will humiliating and/or frightening methods of punishment be used. All staff will be informed of The Belle Vue Way at induction and receive regular behavior management training.

Children will not be left alone with visitors to the nursery.

Belle Vue nursery will actively promote messages to children about their personal safety and protection. Children will be given opportunities to discuss a number of elements including personal safety, stranger danger, labelling body parts, telling an adult, expressing feelings and good and bad secrets.

An Authorised adult whose details are held by the nursery will only collect children from nursery unless prior notification has been given from the parent. a password will be allocated.

The nursery will ensure all staff have knowledge of, and access to, the All Wales Child Protection Procedures.

The nursery will hold meetings with staff working in the nursery to facilitate the raising of any concerns. Staff will be aware that any concerns should be discussed as soon as possible

Children are accompanied at all times by member of staff when taking part in nursery's' external activities.

Respond appropriately to suspicion of abuse

The any changes in a child's behaviour or injuries with the child's parent or carer, unless manager, The nursery child protection officer or child's key worker will discuss it is felt that this would put the child at immediate risk.

If there are grounds for suspecting abuse or for a child in need, these will be referred to the

Social Services Department
Torfaen County Borough Council
Cwmbran

Making a referral

Tel No 01495 762200 (ask to make referral)

Follow up the referral with a Multi Agency Referral Form (MARF) within 2 working days email to socialcarecalltorfaen@torfaen.gov.uk

Have the following information ready

Child protection referral or Child in need

Name of child/children and dates of birth – Parents name contact details – Family circumstances – significant adults

Nature of injury or concern – When first noticed – any conversations that have taken place with child or parent – exact words used.

The need for medical attention

It is the responsibility of the nursery manager or child protection officer to follow up on the referral if no information received from social services within 10 days.

Keep accurate records

Whenever worrying changes are observed in a child's behaviour or physical condition, or if there is an injury, a confidential record should be set up (form 49). Child's individual computer record on database completed. The record will include (in addition to the child's name, address, age and date) observations of the child's behaviour/appearance, without comment or interpretation. Exact words spoken by the child may also be recorded, timed, dated and signed by the recorder. Record the information given, do not attempt to interview the child. Always pay attention, be ready to listen and be approachable

Such records will be kept confidential on child's individual record and will not be accessible to anyone in the nursery other than the child protection coordinator, Nursery Manager and proprietor as appropriate.

Liaise with other bodies

The nursery will operate within the local authority guidelines. Confidential records kept on children about whom there is concern, should be shared with Torfaen Social Services Department if it is felt that adequate explanations for the child's condition have not been provided, or if the Social Services Department requests access.

Support families

The nursery will do all in its power to build trusting and supportive relationships between families, staff within the nursery.

Where abuse is suspected at home or elsewhere, the nursery will continue to welcome the child and family whilst investigations proceed.

Where ever possible confidential records on a child will be shared with the child's parents.

The nursery believes the care and safety of the child is paramount and will do all it can to support and work with the child's family.

When the nursery believes that a child and family may be experiencing some form of difficulty or challenges in their lives, but feel that this does not meet the criteria for a referral to Torfaen Social Services, parents or carers will be asked for permission to

make a referral to Torfaen's Prevention and Early Intervention service. (Team around the family – TAF).

Team Around the Family (TAF) is a way of working together with children, young people and their families to overcome challenges and to bring about positive change. The 'Team' includes the parents, child, family members and other people who are likely to be able to help and make a difference. A lead worker will ensure that actions are followed up and that the child and family are supported through this process. It is a voluntary process, but consent must be given at the referral stage.

Allegations against staff in the nursery

All allegations of abuse of children by a professional, staff member, or volunteer will be taken seriously and treated in accordance with local LSCB (Local Safeguarding Children's Protection board) child protection procedures

Allegations and suspicions of professional abuse will be verbally referred to social services or the police, followed up in writing within two working days.

The social worker or police officer receiving the referral will then report it to the child protection co-coordinator or senior manager of social services.

The child protection co-coordinator will inform senior management within Social Services, consider the referral and co-ordinate a response. This will include

Notifying Belle Vue Management team

Discussing referral with the police.

Where the child protection co-coordinator and the police agree that a strategy meeting is needed, the child protection co-coordinator will.

Convene strategy discussions within 48 hours of referral

Ensure the preliminary information gathering is undertaken prior to the strategy meetings

The child protection co-coordinator will consider, with the police whether immediate suspension of the member of staff is required in order to safeguard any child/ren. If this is thought to be necessary Belle Vue Management team will be informed.

The child protection co-coordinator will decide which agencies should be invited to the strategy meeting. Those invited will be reminded of the need for investigations to be undertaken in strict confidence.

The police and social services are responsible for any investigations.

In all cases where abuse is alleged, the child's parents/carer will be informed at an early stage by Social Services of details of the allegations and procedures to be followed unless to do so may further endanger the child, or compromise any investigations.

In the case of no contact being made after the initial referral from Social Services, the child protection officer will contact Social Services to ask for a response regarding the referral after 5 working days.

Information to the staff member

At the earliest opportunity, after consultation with the police, and provided it does not prejudice the criminal investigation, the member of staff will be informed by Belle Vue Management Team verbally and in writing that an allegation of abuse has been made. However, the allegation will not be discussed and direct questioning should be avoided if the police wish to interview the member of staff.

The staff member will be informed that the investigation will be carried out in accordance with child protection procedures, and that they have a right to be accompanied at all meetings by a friend. Trade union nominee or solicitor, and receive minutes of the meetings.

The staff member should be informed that the child protection enquiries / investigation will, so far as is possible, be confidential but information gained that is relevant to disciplinary or criminal proceedings may be disclosed for those purposes.

At the conclusion of the child protection investigation (or conference), the member of staff will be given a written statement of allegation, together with the conclusion of the investigation.

Where any member of staff is dissatisfied with the enquiries/investigation, or the outcome reached by their own agency, they should be informed of grievance, complaints or appeals procedures which may be applicable.

Strategy Meeting

The immediate priorities of the Strategy Meeting are to ensure the protection and safety of the child or children, and to plan what action should be taken in relation to the

member of staff. The strategy meeting should follow the standard procedures, with the addition of the following points.

The strategy Meeting should take place within 48 hours of the referral. If it cannot be convened within this time, the minutes of the meeting should include the reasons for the delay.

The Strategy Meeting should be chaired at a senior level

The Strategy Meeting will consider the need for disciplinary proceedings e.g. it may be necessary to ask Belle Vue to suspend the person suspected of abuse. No disciplinary investigation by the employer should begin without the knowledge of Social Services and the police.

Outcome of the Strategy Meeting

The outcome of the Strategy Meeting may be one or more of the following

Section 47 enquiries and initial Assessment – these may in turn lead to either an Initial Child Protection Conference, or no further action. A conference may be called on other children who have contact with the alleged perpetrator, including their own children, in addition to the child or children identified in the allegations.

A Criminal Investigation – this may in turn lead to the police deciding to pass the case onto the Crown Prosecution Service for prosecution, or to no further action.

Disciplinary Proceedings – these may in turn lead to temporary or permanent suspension, a disciplinary hearing, or no further action. Child protection agencies should assist with any disciplinary process (e.g. by providing relevant evidence) to the extent that this may be done without breaching other duties.

If the outcome of the Strategy Meeting is no further action, the reason for this decision should be recorded.

Offer training

Belle Vue Nursery will make the most of training opportunities offered to increase understanding and to give confidence to staff.

All Staff will be required to attend safeguarding children training sessions to enable them to recognise signs of abuse. Offered by Early years childcare Partnership, Wales PPA. In house training is also provided by the CP Officer annually.

Belle Vue nursery will actively promote messages to children about their personal safety and protection. Children will be given opportunities to discuss a number of elements including personal safety, stranger danger, labelling body parts, telling an adult, expressing feelings and good and bad secrets.