Sticky Fish Pre-school Child Protection Policy and Procedure

This child protection policy and procedure forms part of our safeguarding children arrangements.

**Aims**

* **We consider that the welfare of the child is paramount and it is the duty of members, staff and volunteers under HM Government’s Working Together to Safeguard Children 2018 to implement this policy, and to ensure that it has in place appropriate procedures to safeguard the well being of children and young people and protect them from abuse**

###### Definitions of Abuse

The 1989 Children Act recognises four categories of abuse:

* **Physical Abuse** - actual or likely physical injury to a child, or failure to prevent physical injury. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.
* **Sexual Abuse** - actual or likely sexual exploitation of a child or adolescent, whether or not the child is aware of what is happening. The child may be dependent or developmentally immature. Sexual abuse also includes non-contact activities, such as involving children in looking at or in the production of sexual images,encouraging children to behave in sexually inappopiate ways, or grooming a child for abuse. Sexual abuse can take place online and technology can be used to facilitate this. Women can also commit sexual abuse, as can other children.
* **Emotional Abuse** - severe or persistent emotional ill treatment or rejection likely to cause adverse effect on the emotional and behavioural development of a child. It may involve seeing or hearing the ill-treatment of another. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
* **Neglect** - the persistent failure to meet a child’s basic physical and/or psychological needs, or the failure to protect a child from exposure to any kind of danger, resulting in the significant impairment of a child’s health or development, including failure to thrive.

**Historical Abuse**

There may be occasions when a child will disclose abuse (either sexual, physical, emotional or neglect) which occurred in the past. This information needs to be treated in exactly the same way as a disclosure of current child abuse. The reason for this is that the abuser may still represent a risk to children now.

**Domestic Abuse**

Staff may be working with children experiencing violence at home. Children experiencing this may demonstrate many of the symptoms noted in “definitions of abuse”(See Section A). Staff will need to treat them sensitively, record their concerns and consider informing Social Care.

**Female Genital Mutilation (FGM)**

#### Female circumcision is illegal in the UK and it is an offence to take UK nationals abroad to aid, abet or carry out FGM. All agencies have a statutory responsibility to safeguard children from being abused through FGM. If you are concerned that a girl is at risk of FGM this is a child protection issue and must be documented and reported to Social Care and or the police. For more information go to BSCB FGM SAFEGUARDING GUIDANCE.

All victims or potential victims of FGM are now protected under civil law under the Serious Crime Act 2015.

Some warning signs that **MAY** indicate a girl is at risk of FGM include:

* Parents requesting an extended leave from school on top of school holidays
* If a girl comes from a country that has high prevalence of FGM
* Mother and other siblings have already undergone FGM
* Child may indicate that they are going for a special event

For more information on this topic, see the online South West Child Protection Procedures or the contact the NSPCC. Contact details in the appendix. The BSCB has created an FGM referral risk assessment to consider girls at risk. If a girl is in immediate risk of FGM it must be reported to the Police and/or First Response. You have a statutory duty to report if a girl under 18 informs you they have had FGM or if you see it.

PREVENT DUTY.

It is essential that staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology, as with managing other safeguarding risks, staff should be alert to changes in children’s behaviour which would indicate that they may need help or protection. It is important to take action if staff observe behaviour of concern. Any concerns will brought to the attention of the Child Protection designated Person, and then through First Response in the first instance.

In addition you should contact the Counter Extremism Group on 020 7340 7264.

Our setting can build pupils resilience to radicalisation by promoting fundamental British values: democracy, rule of law, individual liberty, mutual respect towards others in their faith/beliefs.

#### Confidentiality and Appropriate Disclosure of Information

#### Confidentiality is crucial to all our relationships, but the welfare of the child is paramount. The law does not allow anyone to keep concerns relating to abuse to themselves. Therefore, confidentiality may not be maintained if the withholding of information will prejudice the welfare of the child.

# All information that has been collected on any child will be kept locked and secure, and access will be limited to the appropriate staff, management and relevant agencies.

# In the event of an investigation it is essential that no information on child protection concerns relating to a child are disclosed inappropriately. Any such leaks could have serious consequences for both the child concerned and any investigation.

# If uncertain about what information may be shared, take advice or refer to Bristol’s Information Sharing protocol. (Please see Further Information section for a link.)

# Whilst parents / carers have the right to see any records kept on their child, this might not always be appropriate and should not put the child or yourself at risk.

# Professionals will be informed on a “need to know” basis. If uncertain about what can be shared, refer to HM Governments Information Sharing Advice for Practitioners.

**MISSING CHILD/UNAUTHORISED ABSENCE**

* **Repeated and unexpected absence from the setting can act as a sign for a range of safeguarding possibilities, such as FGM, mental health problems, family crisis or other issues that could affect the health and well-being of a child. Contact will be made with the child’s family in this instance.**

**A. Protecting Children and Young People**

**Recognising Abuse**

Recognising abuse is one of the first steps in protecting children and young people. There could be signs or behaviour that make you feel concerned. All staff should be alert to the following types of behaviour in the children:

* Becoming excessively aggressive, withdrawn or clingy.
* Seeming to be keeping a secret.
* Significant changes in children’s behaviour.
* Deterioration in children’s well-being
* Unexplained bruising, marks or signs of possible abuse or neglect.
* Unreasonable fear of certain people or places.
* Acting out in an inappropriate way perhaps with adults, other children, toys or objects.
* Children’s comments which give cause for concern, e.g.: inconsistent explanations of bruising, injuries or burns.
* Sexually explicit language or actions.

Staff should be equally vigilant regarding signs relating to disabled children and not automatically assume that any of the above relates to their impairment.

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Not all concerns about children or young people relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what you know about the child and their circumstances.

**If you are worried, it is not your responsibility to investigate and decide if it is abuse. It is your responsibility to act on your concerns and do something about it.**

###### 1. What to do if Abuse is Disclosed

Sticky Fish Pre-school is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively.

* Stay calm.
* Listen to what the child / young person is actually saying.
* Reassure them that they have done the right thing by telling you.
* **Do not ask leading questions**. Ensure that any questions asked are open or for clarification, not leading/ closed questions. For example an open question is: Why are you upset? A closed question is: Are you afraid to go home because your Mum will hit you?
* Do not ask the child/young person to repeat what they have told you for another worker; if the matter is to be investigated further, it will be done so by trained professionals.
* Do not promise the child that this can be kept secret, as subsequent disclosure could then lead to the child feeling betrayed. Explain that you are obliged to inform other people.
* Reassure the child that the people who will be informed will be sensitive to their needs and will be looking to help protect them. Inform them that it is not in their interests to keep the disclosure confidential and it will have to be passed on to the appropriate agencies.
* Make a note of any conversations with the child, trying to make these as detailed as possible, including when and where the conversations took place. Draw a diagram, if appropriate, to show the position of any bruises or marks the child or young person shows you, trying to indicate the size, shape and colour.
* Record as soon as possible and use the **actual words** used by the child. These records should be stored in the Child Protection file kept in the locked filing cabinet.
* Keep all records factual. Be aware of not making assumptions or interpretations of what the child / young person is telling you. Store all records securely.
* Discuss your concerns with the Designated Senior responsible for child protection. If the allegations implicate the senior worker, the concerns should be discussed with the next tier of line management - the named committee member responsible for child protection (the Child Protection Officer).
* If appropriate, inform parents / carers that you are going to report your suspicions / concerns. This might not always be possible and should not put the child or yourself at risk. When you report an incident, the duty officer will ask you if the parent / carer has been informed. If they haven’t, they will want to know the reasons why.
* If possible, report this information yourself to an appropriate agency.Mostly this will be First Response. Children’s' Social Care Referral and Assessment Team [Social Services], and OFSTED may need to be informed if a serious allegation has been made. (see Appendix A). Follow up any telephone referral using the BSCB Multi-agency referral form. If it is at the Families In Focus level, use the online “Request For Help” form. (See appendix)
* If the Designated Person is uncertain about concerns, consultation with Families In Focus should take place (taken over from Early Help).
* The person to whom the disclosure was made should ensure that the child who has disclosed the information is informed about what will happen next, so they can be reassured about what to expect.

###### 2. What to do if Abuse is Suspected

* The key person/pre-school leader should keep monitoring the child’s behaviour, making a note of any particular concerns (when, where and what happened).
* Decide a plan of action:
* Discuss concerns with the Designated Person for Child protection.
* Discuss concerns with the Designated Senior responsible for child protection. The child’s parents / carers should be seen at the earliest opportunity to ascertain if there is a known reason for a change in behaviour (eg, a change in family make-up, death of family member, pet).
* You should remember that if abuse is taking place, do not assume the parents are causing it, there may be other family members or friends or other individuals who are causing it. Keep an open mind.
* Any member of staff or volunteer can contact Families In Focus (as listed in Appendix A); to discuss any concerns they have and seek guidance before actually reporting any child protection issues. It is appropriate to seek support from the Child Protection Officer in the organisation, as to how to deal with situations and confirm appropriate action to take. From December 2013 First Response will be the place to call in Bristol if you are concerned about a child or think they need support (Tel: 0117 9036444).
* If you are still concerned about the welfare of the child / young person, this information must be passed on to the appropriate agency.
* If appropriate, inform parents / carers that you are going to report your suspicions / concerns. This might not always be possible and should not put the child or yourself at risk. When you report an incident, the duty officer will ask you if the parent / carer has been informed. If they haven’t, they will want to know the reasons why.
* If First Response has been contacted and they pass you to Children’s' Social Care Referral and Assessment Team (Social Services). This will be Social Care Level 3 statutory response if it is a child protection issue or Families in Focus, level 2 escalating needs. If it is at a lower level First Response may signpost other agencies or advise level 1 additional support universal services. Social Care should let you know that they are responding to what you have told them. (Follow up telephone referrals with a written report on the BSCB multi-agency referral form). It is unlikely that you will be told what action has been taken unless it has implications for the scheme. If you have not heard from the Referral and Assessment Team, it may be appropriate to contact them to ensure that the details you gave them have been taken into consideration and acted upon.

**3. What to do if it is an emergency**

If you think a child is in immediate danger, you should telephone the police on 999. In all other circumstances, you need to refer the matter to a Social Work Assessment Team for Children’s Social Care and follow the procedure described in section 1 above.

In a medical emergency, your first action may need to be one of the following:

* Telephone for an ambulance, or,
* Ask the parent to take the child to the hospital at once, or,
* Take the child yourself

The child is the legal responsibility of the parent/carer and they must be involved as soon as practical, unless to do so would put the child at immediate risk of harm. Having taken the necessary emergency action, it is important that you make immediate contact with Social Care.

**B. Working with Children and Young People**

**1. Recognising inappropriate behaviour in staff, volunteers and other adults.**

There is no guaranteed way to identify a person who will harm children. However, there are possible warning signs. These may include:

* Paying an excessive amount of attention to a child or groups of children, providing presents, money or having favourites
* Seeking out vulnerable children, eg: disabled children
* Trying to spend time alone with a particular child or group of children on a regular basis
* Making inappropriate sexual comments
* Sharing inappropriate images
* Being vague about where they have worked or when they have been employed
* Encouraging secretiveness

There may be other sources of concern; this is not a conclusive list. If you are concerned about another staff member or volunteer’s behaviour you need to pass this on to the Designated Senior. See separate whistleblowing policy.

At Sticky Fish Pre-school we are aware of the risks associated with the use of mobile phones and cameras in the setting. To manage this appropriately, we have a separate policy regarding the use of these devices.

**EXISTING INJURIES TO A CHILD**

**If a child enters sticky fish with evidence of injury, this will be noted and recorded in the accident book.** This is a safeguarding precaution for staff in case of an allegation made by a child or parent.

**2. If a Staff Allegation is made, or you Suspect a Member of Staff or Volunteer of Abuse or Inappropriate Behaviour:**

**The LADO MUST be involved and consulted on ALL staff allegation incidents before any investigation.**

If it appears that a staff member or volunteer has:

1. behaved in a way that has harmed a child, or may have harmed a child, or,
2. possibly committed a criminal offence against or related to a child, or,
3. behaved in an inappropriate way towards a child which may indicate that he or she is unsuitable to work with children,

then these procedures must be followed:

* Record your concerns and report these in the first instance to the Designated person for child protection (Liz Tomlinson)
* If the allegation being made is towards the manager (designated person for child protection), then the concerns will be reported in the first instance to the deputy Designated Person for child protection. At the earliest opportunity the report will be taken to the Designated Person on the trustees.
* The Designated Person should take steps to ensure that during the remainder of the working day that particular member of staff is not left in sole charge of the children or any child.
* It may be clear in some cases that an immediate referral must be made to Social Care or to the police for investigation. In addition:
* Either the Designated Person for the trustees or the Designated Person for the staff team must then contact the Local Authority Designated Officer (LADO) WITHIN 1 WORKING DAY of receiving the report of an allegation.

**Local Authority Designated Officer (LADO)**

**Telephone:** **0117 903 7795 or Work Mobile: 07795 091020**

* The setting should then follow the LADO’s advice on how to deal with allegations against staff.
* The setting should take advice from the LADO on how and when to inform the parents of the child.
* The setting is required to inform OFSTED of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing within 14 days. (See Appendix A.)

###### 3. Support to Staff and Volunteers

The management committee (trustees) will fully support all members of staff in following this procedure. Following an allegation or investigation:

* Staff and volunteers who work with issues of child protection may themselves need support in dealing with the emotional distress this can cause. They can talk to the setting’s Child Protection Designated Person and any of the appropriate agencies listed in Appendix A.
* Staff, volunteers or management members may also be subject to allegations of abusing children in relation to their work for the setting. While support will be offered to these individuals by the setting, we will ensure that the agency dealing with the matter is given all assistance in pursuing any investigation and the Bristol LADO will be informed. The disciplinary procedure may be implemented.

###### 4. Recruitment of Staff and Volunteers

We acknowledge that paedophiles and those that pose a threat to children may be attracted to employment that allows them access to children and young people. As part of this policy we will ensure that people working with the children are safe to do so.

* All staff (including the setting’s Manager/Leader) and volunteers will be checked by the Disclosure and Barring Service on joining the scheme, to be renewed every 3 years.
* All people connected with the setting must declare all convictions/cautions incurred since DBS disclosure which may affect their suitability to work with children.
* At least one reference will be taken up prior to appointment for new staff and volunteers and a medical reference may also be required.
* All staff must undertake Child Protection training to keep up to date and as part of induction to understand the setting’s safeguarding/child protection policy and procedures.
* The selection, safe recruitment and interview procedure of the setting will be adhered to. This must include a full employment history, qualifications, interview and identity checks.
* All staff, volunteers, students must declare their disqualification status.
* Providers must act under the Safeguarding Vulnerable Groups Act 2006, which include a duty to refer to the DBS where a staff member is dismissed because they have harmed a child or put a child at risk of harm.

**5. Use of Mobile Phones and Cameras**

This setting is aware of the risks associated with the use of mobile phones and cameras in the setting. To manage this appropriately we have a separate policy regarding the use of these devices.

**6. Code of Conduct**

All staff, volunteers and management members within the setting recognise that they need to conduct themselves in an appropriate, open and transparent way to ensure a safer environment for all. One of the ways of ensuring this is by following the setting’s policies and procedures.

In addition staff will use “Guidance for Safer Working Practice for Adults who work with Children and Young People” as a tool to develop setting specific guidance for staff and volunteers.

#### 7. Implementation and Monitoring

* The Trustees will appoint a Designated Person responsible for child protection for the pre-school.
* The Trustees will appoint a Designated Person responsible for child protection within the trustees (management committee).
* A role of the Designated Person will be to take the lead responsibility for safeguarding children within the setting and liaising with local statutory children’s services agencies as appropriate. They must also attend a multi agency child protection training course, to be updated at least every 2 years with annual updates, e.g. Child Protection Refresher course.
* All staff and volunteers are to undertake child protection training and this to be updated every 3 years. This policy must be part of the induction for all staff and volunteers.
* Parents/carers will be made aware when registering their child with us, we have a duty to share CP/safeguarding information to the next Education provider.
* Sticky Fish Pre-school will review this policy annually, to ensure it is being implemented. Appropriate action will be taken if deemed necessary, through consultation with the agencies listed in Appendix A.
* Transfer of a child protection safeguarding file from one education setting to another.

The designated person must inform the receiving setting that the child has a child protection file and must do so within 5 school days of being notified of the transfer.

The designated person should pass the original copy of the child protection/safeguarding file to the receiving setting: this should be delivered either by hand or by recorded delivery,The parents/carers of the child must never be used to transfer the child protection file. The transfer must happen within five school days from notification and the **setting should record that the transfer has been made.**

The setting should ensure that confidentiality is maintained and the transfer process is as safe as possible.

If the setting receives a new child that has been attending a previous setting then the setting should ask the previous setting if the child has a child protection/safeguarding file.

If so, once the transfer of the file has been made, the setting should record that the file has been received and keep this record for 6 years.

Settings should keep a copy of the transferred file themselves for a minimum of 6 years and/or until the child reaches their 25th birthday

Parents/carers will be made aware that as an education provider we have a duty to share/pass on child protection/safeguarding information to the next education provider.

CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

Confidentiality may not be maintained if the withholding of information will prejudice the welfare of the child. All info collected on the child will be kept locked and secure.

###### Further Information

South West Child Protection Procedures – provide detailed online information on all aspects of child protection – [www.swcpp.org.uk](http://www.swcpp.org.uk)

Working Together to Safeguard Children 2018

Keeping Children Safe In Education 2016

Bristol Safeguarding Board Multi-agency Referral Form - <http://www.bristol.gov.uk/page/bscb-protocols-multi-agency-action>

Guidance for safer working practice for adults who work with children and young people

<http://webarchive.nationalarchives.gov.uk/20100202100434/dcsf.gov.uk/everychildmatters/resources-and-practice/ig00311>

EYFS Safeguarding and Welfare Requirements – Child Protection

Date Agreed: July 2019 Review Date: January 2020

Signed by: E.Tomlinson Signature: E. Tomlinson

Role of Signatory: Pre-school Manager/Designated Person

Tel no: 07746404262

**Ofsted Open helpline: 03001231231**

**Registered providers must inform Ofsted of any allegations of serious harm or abuse within 14 days of the allegation being made.**

**SEE FURTHER CONTACTS BELOW**

**Appendix A – Useful contacts**

1. **Trustee Members responsible for Child Protection (Designated Person)**

Name/s: Bridget Bennett

2. **Staff responsible for Child Protection (Designated Person)**

1. Name: Liz Tomlinson. Deputy: Jo Ball

3. **First Response 0117 903 6444**

**Emergencey Duty Team 01454 615165**

**Area Social work team (East/Central Bristol) 01179036500**

**4. Families In focus: East/Central 01173576460**

**5 Disabled Children’s Team tel: 01179038250**

**6. Emergency Duty Team/Out of hours : 01454615165**

**7. Ofsted Whistleblowing hotline: 03001233155**

**8. Ofsted compliance and Investigation Team (reporting child protection concerns) : 03001231231**

**9. Police Prevent Team: 01278647466**

**10. NSPCC FGM helpline: 08000283550**

**11. Bristol Safeguarding Children Board (training) 01173532505**

4. **Referral** **Agencies**

### Children’s' Social Care Referral and Assessment Team (Social Work):

Ridingleaze House (North) - Tel: 0117 903 8700

Symes House, Hartcliffe (South) - Tel: 0117 353 2200

Broadwalk, Knowle (South) – Tel: 0117 903 1414

Welsman, St Paul's (Central) - Tel: 0117 903 6500

Disabled Children Team (all Bristol) - Tel: 0117 9038250

Out of Office Hours Tel: 01454 615 165 (Emergency Duty Team)

Email (all Bristol) [childprotection@bristol.gov.uk](mailto:childprotection@bristol.gov.uk)

### Police Child Protection Team (Lockleaze) - Tel: 0117 945 4320

Emergency - Tel: 999

4. **For Staff Allegations Contact:**

* **Local Area Designated Officer - Telephone 0117 903 7795, Work mobile: 07795 091020 ( -** Email: sandy.marwick@bristol.gov.uk)
* **Registered providers must inform Ofsted of any allegations of serious harm or abuse as soon as reasonably practicable, but at the latest within 14 days of the allegations being made.**
* **Ofsted Compliance and Investigation Team (For reporting any Child Protection concerns).-Tel: 08456 014772**

1. **Support and advice**

* **South West Child Protection Procedures (online guidance)** [**www.swcpp.org.uk**](http://www.swcpp.org.uk)

### Childline -Tel: 0800 1111 (open 24 hours)

* **National Association for the Prevention of Cruelty to Children (NSPCC) -Tel: 0800 800 500**
* **Bristol Safeguarding Children Board (training) -Tel: 0117 3532505**
* **BAND Development and Support Worker –Tel: 9542156 Evelyn Morris**
* **BAVA (Bristol against Violence and Abuse)** [www.bava.org.uk](http://www.bava.org.uk)
* **NSPCC FGM helpline 08000283550**