

## **Child Protection Policy — Safeguarding**

### **Statement of intent**

The setting staff work with children, parents/carers and the community ensuring the safety and welfare of children entrusted to our care. The setting is committed to safeguarding and promoting the welfare of children and employees, and all applicants must under-go child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS) and DBS Update Service and we expect all staff and volunteers to share this commitment.

The setting is an equal opportunities employer. We expect all staff to behave in a kind, gentle, positive, non-intimidating, non-threatening and non-abusive manner at all times towards all children, parents, families and all other staff members and other adults. If staff do not adhere to such acceptable behaviour as detailed above or are unkind to any child or cause any child any type of harm including emotional harm, this may result in gross industrial misconduct and may lead to the termination of employment or training placement. We also expect all adults to behave in the same positive, non-intimidating, non-threatening and non-abusive manner towards all other persons whilst on nursery premises. We reserve the right to ask any individual to leave our premises at any time due to any behaviour that is intimidating, threatening or abusive in any way towards our children, staff, visitors or parents or carers. As part of our Safeguarding Policy, we also have linked policies on the use of mobile phones and cameras.

In light of the publication in September 2015 by the **Government of the Revised Prevent Duty Guidance for England and Wales**, all our staff have taken the online test (Channel General Awareness) and been trained to identify threats and how to best deal with them and where/when to seek help (The Local Authority's multi-agency Panel).

### **Operation Encompass – now CARA**

At Little Nippers Childcare, all senior staff have been trained in dealing with Operation Encompass – CARA calls from both the Police and the Early Years Services. Both the Manager (**Leah Braddon**) and owner (**Caroline Paternotte-Chilton**) have attended Encompass – CARA training sessions and we maintain a strictly confidential folder in a locked cabinet. Our Encompass-CARA Designated Person (Caroline Paternotte-Chilton) is also the Domestic Abuse Champion. Emails from CARA will only be opened and dealt with by the Duty Manager or owner.

### **Aims**

Our aims are to:

- put the needs of the child first;
- ensure the child's welfare and safety is everyone's responsibility;
- create an environment in our nursery which encourages children to develop a positive self-image, regardless of race, language, ability, religion, culture, ethnicity or home background;

- help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- encourage children to develop a sense of autonomy and independence;
- enable children to have the self-confidence and the vocabulary to resist inappropriate approaches; and
- work with parents to build their understanding of and commitment to the welfare of all our children.

Due to the many hours of care we are providing, staff will often be the first people to sense that there is a problem. They may well be the first people in whom children confide about abuse. The nursery has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to emotional, physical or sexual abuse or neglect. When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the nursery investigates and makes appropriate referrals. The setting will investigate with sensitivity and take care not to influence the outcome either through the way they speak to children or ask questions of children. Where a child shows signs and symptoms of failing to thrive or neglect, we make appropriate referrals. Our prime responsibility is the welfare and well-being of all children in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention.

### **What do you do if you are worried about a child?**

All and any child protection concerns must be reported to the child protection officer/designated person for the nursery which will be the duty manager immediately. In the event that the duty manager is not available, all and any concerns must be reported to a deputy manager or senior member of staff. Any child protection concerns can also be reported to the SDPS or the DDPS. A record must be made of all and any concerns. All practitioners must follow child protection and safeguarding policies and procedures as detailed in this policy and the Whistle Blowing Policy at all times. If any practitioner feels that a decision made on a child protection or child in need case is not a safe decision, they must make their feelings known to the SDPS or DDPS or other outside agencies such as the advice and assessment team, Ofsted, local authority Safeguarding & Welfare Officer — all contacts of which are at the back of this policy.

The nursery has a duty to report any suspicions of abuse to Ofsted and the Local Authority Advice and Assessment Team, Gateway and/or Multi-Agency Hub, who will investigate such matters. They will follow the procedures set out in Local Authority Child Protection Documents and the Local Safeguarding Board, and as such will seek their advice on all steps taken subsequently. This includes a knowledge and regard to the statutory document Working Together to Safeguard Children 2015 and Guidance for Safer Working Practice for Adults who Work with Children and Young People. All staff are required to have a knowledge and regard to these documents which are also readily available and/or are included in each member of

staff's starter packs along with a Code of Conduct for intimate care. The policy is also developed in line with guidelines from 'What to do if you are worried a child is being abused'.

The legal framework for this work is:

- The Rehabilitation of Offenders Act 1974
- UN Convention on the Rights of the Child
- Human Rights Act 2000
- All Children Matter 2003
- The Children Bill 2004
- The Protection of Children Act 1999 (POCA)
- Every Child Matters Framework
- Early Years Foundation Stage Framework
- The Children's Act (1989 s47) 2006
- Working Together to Safeguarding Children 2015
- The Childcare (Disqualification) Regulations 2007

### **Liaison with other bodies**

We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements, which affect the wellbeing of children and if appropriate the local authority Safeguarding and Welfare Officer.

We have procedures for contacting the Local Authority Advice and Assessment Team on child protection issues, in order that the nursery and external services work well together.

If a report is to be made to the authorities, we act within the areas child protection guidance, which is currently based around the Local Safeguarding Board and the Common Assessment Framework.

We would inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at the setting (whether that allegation related to harm or abuse committed on the premises or elsewhere) and of the action taken in respect of these allegations.

We would inform Ofsted of the details of any court order, determination or conviction or any other grounds for disqualification from registration applying to themselves or any other person living or working in their household. This would include the date of the order, determination, conviction, or the date when the other ground for disqualification arose; the body or court that made the order, determination or conviction, and the sentence (if any) imposed and a certified copy of the relevant order (in relation to an order or conviction).

Such details would be provided to Ofsted as soon as practicable or at the latest within 14 days of the date that the provider became aware of the information.

### **Staffing**

We provide adequate and appropriate staffing resources to meet the needs of children. Applicants for posts 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, applications have the right to know and to challenge incorrect information. Applicants will be able to challenge information on their DBS check when they receive their copy. It is a condition of employment and services that the setting sees the original copy of the disclosure before employment commences and details taken and within 14 days of the original DBS being certified.

The Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) have merged and are now a single organisation called the Disclosure and Barring Service (DBS). Under the Protection of Freedoms Act we will adhere to all guidelines and recommendations to keep children safe.

We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the setting or has unsupervised access to the children.

If it were discovered that a person was unfit to work with children, we would inform Ofsted and the local authority Safeguarding and Welfare Officer.

A DBS form is carried out on every member of staff. A member of staff cannot begin employment with the setting unless they have a satisfactory enhanced DBS check. Every member of staff is required to sign up to the DBS Update Service and subscribe to it each year as a condition of employment. This is to enable the setting to make regular checks on an employee's criminal status and suitability to work with children. Whilst a member of staff remains in employment with the setting and subscribes to the Update Service, another enhanced DBS check will not be required unless their status changes for any reason. If this was the case, the member of staff would be required to have a new enhanced DBS completed and not be left unsupervised with the children until this was completed and returned to a satisfactory level. More detail can be found in the Recruitment Policy which is interlinked with this policy.

A minimum of two references are required, one of whom has to be the most recent employer, please see Recruitment Policy for further information.

Each member of staff must sign a DBS Declaration form, a Child Protection Declaration form and a Child Protection guidelines statement to ensure and increase staff awareness of child protection.

Each member of staff will receive a copy of the setting Code of Conduct in a Starter Pack.

Staff under-go a thorough induction process on the first day of employment and during their first week of employment. This will include training on the child protection policy and whistle blowing policy amongst others.

Volunteers do not work unsupervised.

We abide by the Protection of Children Act requirements in that any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern will be reported to the DBS, Ofsted, and the Local Authority Advice and Assessment Team and the Local Authority Designated Officer (LADO), (please see Nursery procedure Resignations concerning child protection). We have procedures for recording the details of visitors to the nursery.

We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

We email/send a copy of our Child Protection Policy to all our parents/carers upon booking in.

Room layouts allow for constant supervision of the children. Care is taken to ensure that visits to other areas such as the garden, bathroom and ball-pool room are also supervised. Procedures are such that no child is left unsupervised in any room.

We introduce key elements of child protection into our early years foundation stage curriculum, so that children can develop understanding of why and how to keep safe. We also create a culture of value and respect for the individual and we ensure that this is carried in a way that is appropriate for the ages and stages of our children.

### **Training**

We seek out training opportunities externally and in-house for all adults involved to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect, so that they are aware of the local authority guidelines for making referrals. We endeavour to ensure all qualified members of staff attend Level 2 training through the local safeguarding board and managers to attend Level 3 training through the local safeguarding board. Training will be updated as recommended by the local safeguarding board. All staff will attend in-house child protection training (Level 1) at least once annually delivered by either the SDPS or DDPS and a training log is completed. In line with the EYFS this will include:

- Significant changes in children's behaviour
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments which give cause for concern

- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home
- Inappropriate behaviour by other members of staff, or any other person working with children. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images.

The nursery manager receives external training from Plymouth Safeguarding Board for operation Encompass - CARA of which we are a part of. This service is in place to protect children that have been witness to or involved in domestic abuse incidents or other incidents where police have attended an address where children have been present. The manager has been trained in this service and act as points of contact should police need to contact the setting to inform them a child in the setting has witnessed or been involved in an incident that could affect their well-being. Their training will be updated as recommended by the Plymouth Safeguarding Board.

The SDPS and DDPS will attend a wide range of safeguarding training and will update their training as recommended by the local safeguarding board. A record of all training is maintained and updated as required. We ensure that all staff know the procedures for reporting and recording their concerns and foster an environment here all staff feel confident to voice any concerns.

### **Physical Abuse**

Action will be taken under this heading if staff have reason to believe that there has been a physical injury to a child. This may include deliberate poisoning, where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. Physical abuse is actual or likely physical injury to a child or failure to prevent physical injury. This category may also be used when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

### **Procedure**

Any sign of a mark/injury to a child when they come into nursery will be recorded as an Existing Injury on a confidential Existing Injury form that will be stored in the manager's lockable filing cabinet (see Existing Injuries Policy).

The incident will be discussed with the parent/carer.

Such discussion will be recorded and the parent/carer will have access to such records. If appropriate the child protection officer for the setting may contact the local authority advice and assessment team and discuss this with the parent/carer if appropriate. The SDPS or DDPS to be informed in the first instance.

If there appeared to be any queries regarding the injury/injuries even on the first occasion or subsequent injuries including any potential patterns, the local authority advice and

assessment team would be notified in the first instance and advice sought. Accurate records must be made and stored appropriately of all contact made.

Any information made by the child to a member of staff/person or another child in regard to possible abuse must be recorded clearly and accurately on a Record of Disclosure form.

### **Sexual Abuse**

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, drawing or had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour. Sexual abuse includes the forcing or enticing of a child to take part in sexual activity whether or not the child is aware of what is happening. The activities may involve physical contact, penetrative or non-penetrative acts. They may involve non-contact activities such as children looking at pornographic material or watching sexual activity or encouraging the child to act in a sexually inappropriate way.

### **Procedure**

The observed instances will be reported to the nursery manager and a Record of Disclosure form completed if applicable. The SDPS or DDPS to be informed. The matter may be referred to the local authority advice and assessment team in the first instance and advice sought. Accurate records must be made and stored appropriately of all contact made.

### **Emotional Abuse**

Action will be taken under this heading if the staff team have reason to believe that there is severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection. Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may include conveying to a child that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may involve making a child feel afraid or in danger, including severe or persistent bullying, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment.

### **Procedure**

The concern must be recorded on a Record of Disclosure form if applicable. The SDPS or DDPS to be informed.

The concern may be discussed with the parent/carer and they will have access to such records if appropriate. If appropriate the child protection officer for the setting may contact the local authority advice and assessment team and discuss this with the parent/carer if appropriate.

If there appear to be any queries regarding the circumstances, or continued occurrences or concern, advice is sought from the local authority advice and assessment team. Accurate records must be made and stored appropriately of all contact made.

## **Neglect**

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including failure to thrive or faltering growth. Neglect is the persistent failure to meet the child's basic physical or psychological needs, likely to result in serious impairment of the child's health or development. It will include the failure by a parent or carer to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment.

## **Procedure**

The observed instances will be reported to the nursery manager and a Record of Disclosure form completed if applicable. The SDPS or DDPS to be informed.

The concern may be discussed with the parent/carer and they will have access to such records if appropriate. If appropriate the child protection officer for the setting may contact the local authority advice and assessment team and discuss this with the parent/carer if appropriate.

If there appear to be any queries regarding the circumstances or continued occurrences or concern, advice is sought from the local authority advice and assessment team. Accurate records must be made and stored appropriately of all contact made.

## **Female genital Mutilation (FGM)**

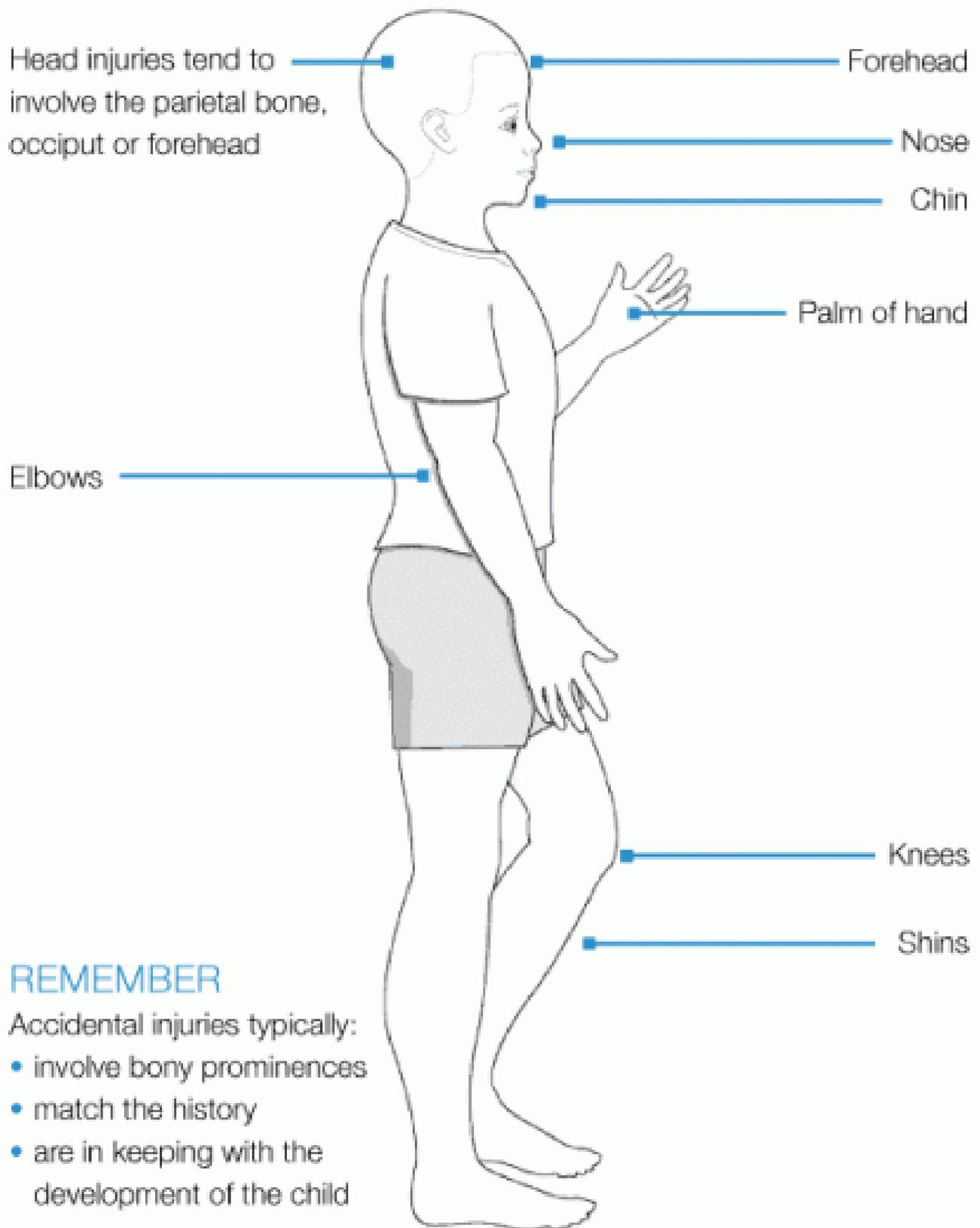
Female genital mutilation (FGM), also known as female genital cutting and female circumcision, is the partial or full cutting of a girl's clitoris and labia, for non-medical reasons, nearly always on girls between four and 12 years old. FGM has been a criminal offence in the UK since 1985. In 2003 it also became a criminal offence for UK nationals or permanent UK residents to take their child abroad to have female genital mutilation. (Female Genital Mutilation Act 2003 as amended by the Serious Crime Act 2015).

Section 74 of the Serious Crime Act 2015 amended the Female Genital Mutilation Act 2003 to introduce the legal duty for regulated health and social care professionals and teachers to make a **report to the police** if: they are informed by a girl under the age of 18 that she has undergone an act of FGM or they observe physical signs that an act of FGM may have been carried out on a girl under the age of 18.

Anyone found guilty of the offence faces a maximum penalty of 14 years in prison.

**Common sites for accidental injuries:**

(Ref: South West Child Protection Procedures, [www.swcpp.org.uk](http://www.swcpp.org.uk))



**Common sites for NON-accidental injuries:**

Ears – especially pinch marks involving both sides of the ear

The “triangle of safety” (ears, side of face, and neck, top of shoulders): accidental injuries in this area are unusual

Inner aspects of arms

Back and side of trunk, except directly over the bony spine

Black eyes, especially if bilateral

Soft tissues of cheeks

Intra-oral injuries

Forearms when raised to protect self

Chest and abdomen

Any groin or genital injury

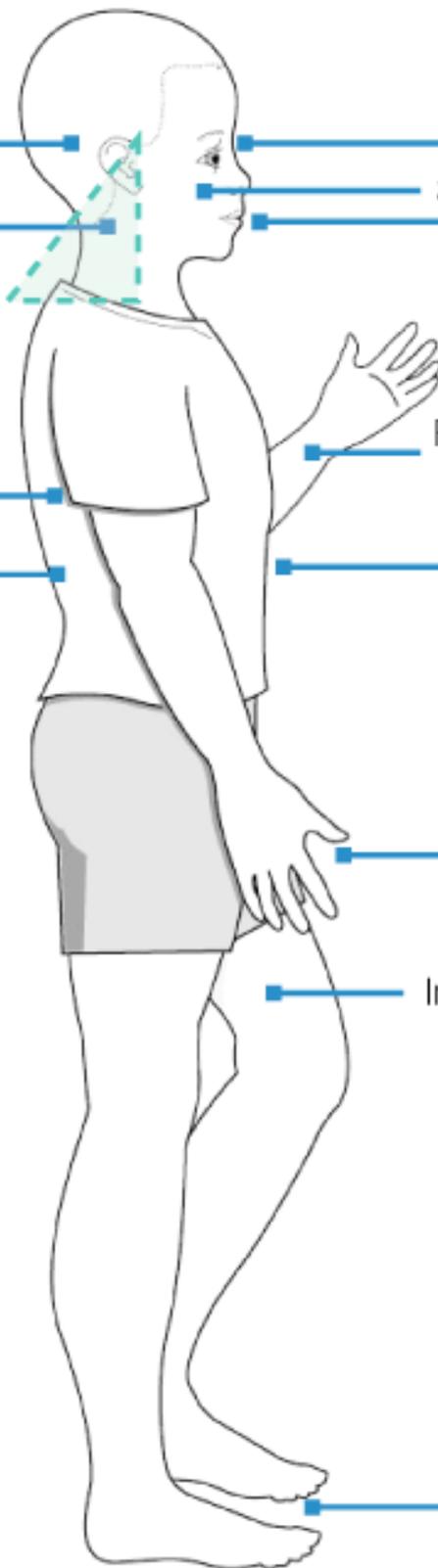
Inner aspects of thighs

Soles of feet

**REMEMBER**

Concerns are raised by:

- injuries to both sides of the body
- injuries to soft tissue
- injuries with particular patterns
- any injury that doesn't fit the explanation
- delays in presentation
- untreated injuries



Should any member of staff have concerns for the welfare of any child they will immediately inform their child protection officer (duty manager). A nursery nurse's responsibilities do not include investigating the suspected abuse. However, the staff will keep accurate records of their observations and of anything said to them by the child or others in connection with the suspected abuse by completing a Record of Disclosure form (please see attached). It is always important to listen to children. Strict confidentiality will be observed at all times. All our staff will receive training on the protection of children from abuse.

It is the policy of the nursery to provide a secure and safe environment for all children.

It aims to:

- Ensure that children are never placed at risk while in the charge of the nursery staff.
- Ensure that confidentiality is maintained at all times whilst also following our policy on Information Sharing and Record Keeping.
- Ensure that all staff are familiar with Child Protection issues and procedures.
- Regularly review and update this policy at least once annually.

If there is significant suspicion of parental abuse of any type, a referral may be made without a parents' consent if doing so could put the child or young person at further risk of harm and therefore parents would be unable to access any records during an investigation. However advice would be sought from the local authority advice and assessment team. Where it is unclear whether parents or carers should be informed or not, advice is sought from the local authority advice and assessment team in the first instance.

All and any child protection records and information must be:

- Legible and recorded in a clear format
- Factual, detailed and accurate
- Maintained in chronological order
- Identify what action is to be taken and why
- Are countersigned by the SDPS
- Are stored securely
- Are subject to restricted access
- Are maintained in individual, confidential files separate to other records on the child.

A child's general file must carry a symbol alerting practitioners to the existence of child protection files that need to be transferred when a child leaves the organisation. This symbol will be the capital initials CPI clearly marked after the child's name.

**Any concern about a child being at risk of harm or significant harm is reported immediately to the Advice and Assessment Service (Plymouth, Devon or Cornwall dependent on where the child/children live).** A Record of Disclosure Form will be completed in full if relevant. The duty manager (child protection officer for setting) must be informed and the SDPS or DDPS.

A **child in need** may be:

- disabled,
- unlikely to have, or to have the opportunity to have, a reasonable standard of health or development without services from a local authority;
- unlikely to progress in terms of health or development;
- or unlikely to progress in terms of health or development, without services from a local authority.

In this instance a referral may be made to the Advice and Assessment Service (Plymouth, Devon or Cornwall dependent on where the child/children live). This will be done by the duty manager (child protection officer for the setting) or the SDPS or DDPS.

A **Common Assessment Framework (CAF)** may be required and should be used when there are concerns about a child's progress or vulnerability, their needs are unclear and the support of more than one agency is required. The CAF can be used to assess the needs of unborn babies, infants, children or young people aged between 0 —18 years. The CAF should not be used for those children whose needs are understood and are being met or those for there are Child Protection concerns — procedures set out in this policy should be followed in that instance. Further information and guidance can be found in the Special Education Needs/Inclusion Policy.

A **looked after child** is generally used to mean those looked after by the state and includes those who are subject to a Care Order or temporarily classed as looked after on a planned basis for short breaks or respite care.

In most cases where a child who is the subject of a child protection plan becomes looked after, it will no longer be necessary to maintain the child protection plan. There are a few cases where safeguarding issues remain and a looked after child will have a child protection plan. For further information and guidance please see the document Working Together to Safeguard Children 2015.

If an allegation is made against a member of staff, Ofsted and the local authority Child Abuse Investigation Unit, the Local Authority Advice and Assessment Team and the LADO will be informed and the nursery disciplinary procedure followed. The LADO will be informed within 24 hours of the allegation being made. In the event of an allegation against a member of staff involving accessing child abuse or other inappropriate images, advice would be sought from the LADO immediately.

#### **Nursery procedure in case of allegation:**

In the event of an allegation of abuse against a member of staff, the following steps will be taken according to the setting procedure and the DfES document 'Safeguarding Children in Education: Dealing with Allegations of Abuse Against Teachers and Other Staff' and the Managing Allegations guidance from swcpp document ([www.swcpp.org.uk](http://www.swcpp.org.uk)), guidance from the Plymouth Safeguarding Board, the Gateway or Multi-Agency Hub or Multi-Agency Safeguarding Hub (MASH — Devon) and guidance from the LADO.

It is essential that any allegation of abuse made against any member of staff is dealt with fairly, quickly and consistently so that effective protection is provided for the child and support is given to the member of staff concerned. This procedure should be used when:

- a member of staff has behaved in a way that has harmed a child, or may have harmed a child
- a member of staff has committed or possibly committed a criminal offence a child or related to a child
- a member of staff has behaved in an inappropriate way towards a child which may indicate he/she is unsuitable to work with children
- there are concerns about an individual's behaviour towards their own children
- the allegation is about abuse that took place some time/years ago and the individual may still be working with or has contact with children.

An allegation may include up to 3 different areas and/or agencies that may be considered to investigate. These are:

- the police in light of a possible criminal offence
- a local authority social care enquiry into whether the child needs protection or is in need of services
- consideration by management of disciplinary action in respect of the member of staff concerned in collaboration with the LADO although any employment decisions would remain with Little Nippers Childcare.

In the event of a possible allegation of abuse towards a child by a member of staff, the setting would first contact the LADO within 24 hours of the allegation being made and Ofsted and if appropriate the Local Authority Advice and Assessment Team, the Multi-Agency Hub, the Local Authority Safeguarding and Welfare Officer and the Police. The member of staff subject to the allegation will not be notified of such until advice has been sought from the LADO.

A member of staff may be suspended from employment whilst investigations are carried out to protect everyone including the child/children, other staff members and the member of staff to whom the allegation has been made against. This decision would remain with senior management.

Staff should see the Whistle Blowing Policy section 4; Raising a concern, and section 7; Alternative methods of taking forward a complaint, for further information on reporting concerns relating to any allegation against a member of staff, including what to do if the allegation concerned the SDPS.

### **Supporting those involved**

The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group. In the case of a concern made in the home situation, we would continue to welcome the child and the family whilst investigations are being made. Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the

Local Authority Advice and Assessment Team or the Gateway and Multi-Agency Hub and in accordance with our Information Sharing and Record Keeping policy. However if parents are suspected of child protection issues, a referral may be made without parents' consent and therefore parents would be unable to access any records during any investigation. Furthermore, with the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Parents or carers of a child or children involved in an allegation of abuse against a member of staff would be told about the allegation as soon as possible if they did not already know of it. They would also be kept informed about the progress of the case and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process if appropriate.

The setting would also keep the member of staff concerned informed of the progress of the case and consider what support is appropriate for them.

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Authority Advice and Assessment Team, Gateways and, Multi-Agency Hub the LADO and our Information Sharing and Record Keeping Policy.

Every effort would be made to guard against unwanted publicity while an investigation is being carried out or considered.

### **Complaints**

We ensure that all parents know how to complain about staff or volunteer action within the nursery, which may include an allegation of abuse following our Complaints Policy. We then follow Nursery procedure (please see in this policy) in such an instance.

### **Resignations**

In the event of the member of staff under investigation resigning, this would not prevent an allegation being followed up in accordance with these procedures. Every effort will be made to reach a conclusion to ensure the safety and welfare of any child or children, even if the member of staff concerned refuses to cooperate with the process. For instance, a disciplinary hearing could still take place even if the member of staff concerned did not attend. A member of staff under allegation would always be given full opportunity to respond to any allegation.

Recording suspicions of abuse and disclosures and Record Keeping Setting staff make a record of:

- The child's name
- The date and time of the observation/disclosure
- An objective record of the observation/disclosure
- Feelings of the child before, during and after the disclosure
- Exact details of the allegation or suspicion
- The name of the person to whom the concern was reported

- The names of any other person present at the time
- Signs and symptoms.

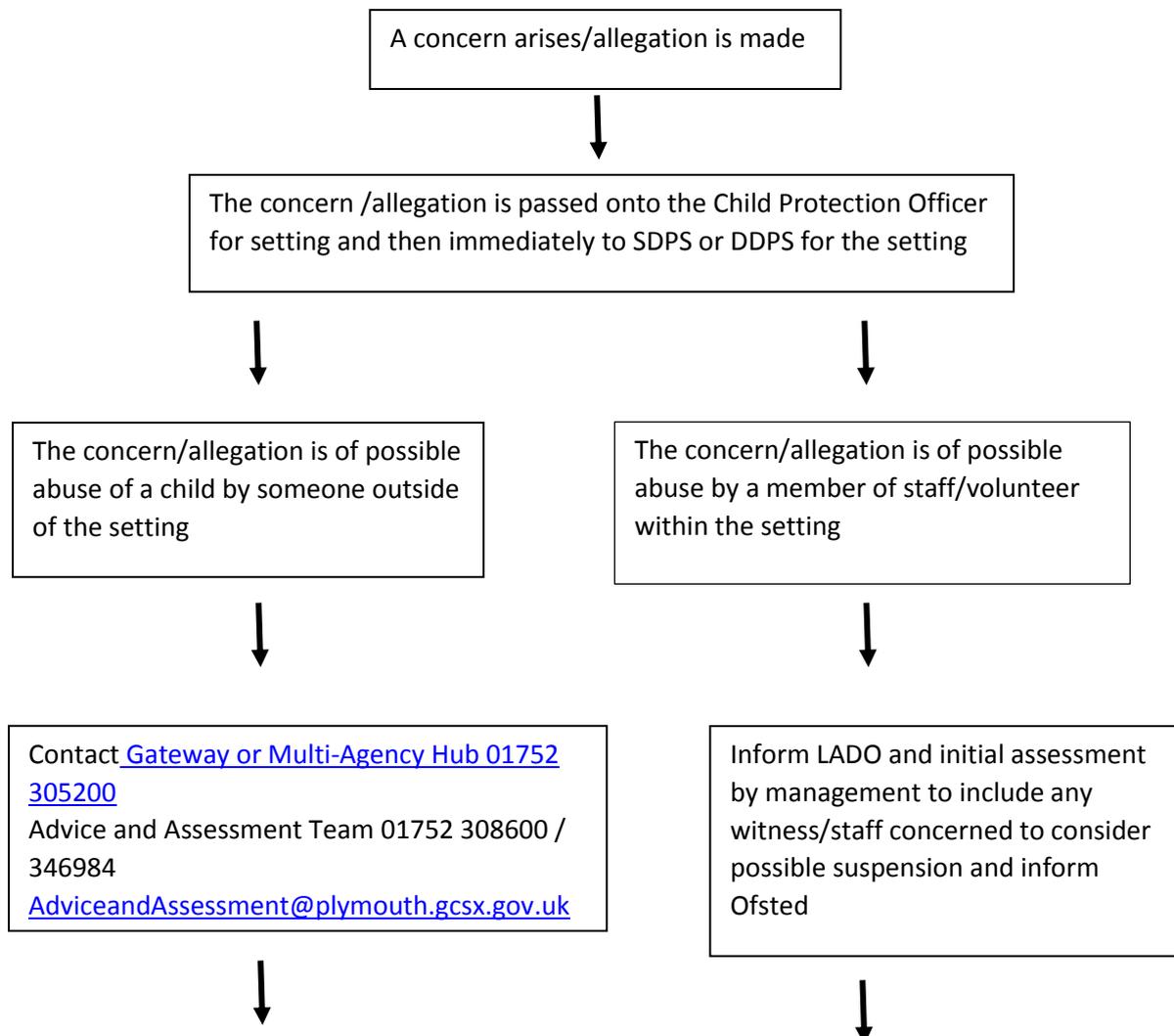
These records are signed and dated and kept in an individual confidential file separate to that of the child's personal information file. Any recordings of Existing Injuries will be in line with Existing Injury Policy. A clear summary of any allegation made including how the allegation was followed up and resolved and any information on actions taken will be kept on the member of staff's personal file for any future reference or re-investigation if necessary.

Consideration will be given as to who needs to be interviewed by management in the event of an allegation made towards a member of staff in collaboration with the LADO. These may include the member of staff under allegation, any witnesses to the allegation and the victim if applicable. Support will be given to all concerned.

All records will be kept confidential and only management and any other agencies involved will have access to them as appropriate.

### Initial considerations and first steps

The flow chart below illustrates the initial steps taken by the setting in the event of an allegation of abuse made against a member of staff or someone outside of the setting.



Inform Parents/carers is appropriate



Does the concern need reporting to any outside agencies such as the child abuse investigation units, local authority, police, MASH?



Liaise with the appropriate agencies/organisations



Decide further steps in conjunction with agencies involves



Conclusion of events detailed and kept confidential

Inform Parents/carers



Does the concern need reporting to any outside agencies such as the child abuse investigation units, local authority, police MASH?



Inform police, child abuse investigation units and any other



Discuss allegation at Strategy Meeting



Liaise with the appropriate agencies/organisations



Decide further steps in conjunction with agencies involved



A conclusion will be made as to the member of staff's employment, possible police/child protection investigation, advice and assessment and information passed on to the DBS by the setting for their consideration as to whether or not they will be barred from working with children.

Ofsted, Safeguarding and Welfare Officer, Advice and Assessment, parents/families and LADO will also be informed of outcomes.

## **Suspension and Disciplinary Action**

Any possible risk to any child or children will be effectively evaluated and managed and this may result in a member of staff under allegation being suspended until the case is resolved. Suspension will be considered if a child or children could be at risk of harm and/or may be suspended if the allegation warrants an external investigation by police. It may also result in the member of staff being dismissed following an investigation, dependent on the outcome. Where a member of staff or a volunteer is dismissed from the setting, we notify Ofsted and the Local Authority Advice and Assessment Team, the Safeguarding & Welfare Officer and the LADO. It is then the responsibility of setting to pass on information relating to events and persons concerned to the Disclosure and Barring Service (DBS), so they can give consideration to their being barred from working with children. Ofsted, the Safeguarding & Welfare Officer, Local Authority Advice and Assessment Team and the LADO are kept informed of all such events and investigations.

## **Following an investigation**

If an allegation of abuse against a child or children is founded following an investigation, this along with all proceedings and conclusions will be reported during and after the investigation to Ofsted, the Safeguarding & Welfare Officer, the Local Authority Advice and Assessment Team and the LADO. It will then be the responsibility of the setting to inform the DBS of all events/information surrounding the person or persons for them to determine whether or not they should be barred from working with children.

If an allegation were substantiated, management would seek to determine any improvements that could be made to procedures and practice to help prevent any further events in the future.

## **Telephone numbers that may be required during any child protection issue or event are as follows:**

- Local Authority Designated Officer (LADO) for Plymouth Simon White 01752 307144
- Child Abuse Investigation Unit (Police) for Plymouth 01752 284522
- Police Central Referral Unit (Devon) 0845 605 1166
- Common Assessment Framework Team Plymouth (CAF) 01752 307160 or email [mouth.gov.uk](mailto:mouth.gov.uk)
- Early Years Safeguarding and Welfare Officer — Maria Hollett 01752 307486
- Child Abuse Investigation Unit (Police) for Devon (Newton Abbot) 01626 323764
- Plymouth Advice and Assessment Team 01752 308600 or email [adviceandassessment@plymouth.gov.uk](mailto:adviceandassessment@plymouth.gov.uk)
- Plymouth Advice and Assessment Team out of hours 01752 346984 E-mail Plymouth Advice and Assessment Team [outofhoursservice@plymouth.gov.uk](mailto:outofhoursservice@plymouth.gov.uk)
- Local Authority Designated Officer (LADO) for Devon: 01392 386013
- Allegations against staff Referral Coordinator (Devon) 01392 384964

- Local Advice and Assessment Team for Devon 01392 386000 (Working hours) 0845 6000 388/0845 1551007 (Out of working hours)
- Multi-Agency Hub (MASH) 0345 155 1071
- MASH Consultation Enquiries: 01392 388362 or 01392 388361
- Cornwall Children's Social Care 0300 1234 101
- Cornwall Children's Social Care out of hours 01208 251 300
- Ofsted 0300 123 1231
- Plymouth City Council Multi-Agency Hub 01752 305200

Useful websites:

- [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk)
- [www.dscb.info](http://www.dscb.info)
- [www.swcpp.org.uk](http://www.swcpp.org.uk)

### **Designated persons**

The setting has a designated person responsible for initially dealing with a child protection issue. They are as follows:

In the event of a Manager being absent, the duty manager or acting manager will be the designated person responsible for dealing with a child protection issue

Named Person for Safeguarding (NPS) is: **Leah Braddon**

Senior Designated Person for Safeguarding (SDPS) is: **Leah Braddon**

Deputy Designated Person for Safeguarding (DDPS) is: **Caroline Paternotte-Chilton**

**This policy was adopted at a meeting between John Chilton and Caroline Paternotte-Chilton held on: September 30th 2017**

**To be reviewed in the next 12 months.**