

Under Fives Roundabout Child Protection Policy Policy No: 1.1

Last reviewed: November 2017
To be reviewed by: November 2018

Signed: **Date: .../.../2017**
Responsible member of staff: Sam Capes

Signed: **Date: .../.../2017**
Responsible member of committee: Jorja Trueba

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3. Keeping safe	2.1. Respecting each other 2.2. Parents as partners	3.4. The wider context	4.4. Personal, social and emotional development

Introduction

Under Fives Roundabout fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children.

Through their day-to-day contact with children and direct work with families, all staff, students and volunteers at the setting have a crucial role to play in noticing indicators of possible abuse or neglect and in referring them to the Designated Person for Child Protection. This policy sets out how the setting complies with statutory responsibilities relating to safeguarding and promoting the welfare of children who attend the setting. There are four main elements to our policy:

- 1. Prevention through the support offered to children and the creation and maintenance of a whole-setting

protective ethos.

2. Procedures for identifying and reporting cases, or suspected cases, of abuse.

3. Supporting children

4. Promoting a protective ethos. Our policy applies to all staff, paid and unpaid, working in the setting, including volunteers. Concerned parents may also contact the setting's Designated Person/s for Child Protection.

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children. The setting will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk, and are actively listened to.
- Ensure children know that there are adults in the setting whom they can approach if they are worried or in difficulty.
- Not tolerate peer on peer abuse in any shape or form

We will follow Cambridgeshire Local Safeguarding Children Board (LSCB)* procedures, which can be accessed online (www.cambslscb.org.uk) This setting has regard for Working Together to Safeguard Children 2015 and What to Do if You are Worried a Child is Being Abused 2015 (Department for Education).

The Designated Persons for Child Protection in the setting are:

Sam Capes & Ana Woor. If for any reason the Designated Person is not available and the child is at immediate risk of harm, call the Multi Agency Safeguarding Hub (MASH) for advice 0345 045 1362. In the case of an allegation against a member of staff, Chairperson Jorja Trueba should be contacted and procedure followed on the flow chart in the lobby.

Our setting will:

- Ensure it has a Designated Person for Child Protection on site at every session, who has undertaken, as a minimum, the two-day child protection training course.
- Ensure this training is updated every two years and in addition to the formal training DPs will refresh their knowledge and skills e.g. meetings, conferences or further reading at least annually. Recognise the importance of the role of the Designated Person and ensure she has the time and training to undertake her duties.
- Ensure that the Designated Person has access to conversations with professional in the Early Help Hub.(
- Ensure that the Designated Person has access to 'professional consultations' via the Multi Agency Safeguarding Hub (MASH).

The roles of staff and management

The setting will ensure every member of staff knows:

- The name of the Designated Person and her/his role.
- How to pass on and record concerns about a child.
- That they have an individual responsibility for referring child protection concerns to relevant agencies and within the timescales set out in LSCB procedures.
- All staff, committee members and volunteers will receive regular updates on safeguarding, at least annually. The setting will ensure that all staff attend basic child protection training or refresher courses every three years at minimum. Training made available must enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond to these in a timely and appropriate way.

These may include:

- Significant changes in children's behaviour.
- Deterioration in children's general well-being.

- Unexplained bruising, marks or signs of abuse or neglect.
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- 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 displayed by other members of staff or other person working with the children.
- Patterns of absences or frequent absences.

Liaison with other agencies

- The setting will:
- Work to develop effective links with relevant services to promote the safety and welfare of all children.
- Co-operate as required, in line with Working Together to Safeguard Children 2015, with key agencies in their enquiries regarding child protection matters including attendance and providing reports at child protection conferences and core groups.
- Notify the relevant Social Care Unit immediately if there is an unexplained absence of a child who is subject to a Child Protection Plan or there is any change in circumstances to a Child Protection Plan.
- Respond to requests for information from the Education Navigator at the MASH in a timely manner.

Record keeping

The setting will keep clear, detailed written records of concern about children's welfare using the Log of Concern Form. Records will be kept in individual child welfare files. Records will be stored securely.

Parents do not have automatic right to access child welfare records and consideration will be given as to the consequences of information sharing might be. Unless it would place the child at risk of acute harm, parents will be informed that a Log of Concern Form has been completed, where it will be stored and what will happen to it when the child leaves the setting.

When a child leaves or move to another setting, their individual child welfare file will be transferred to the receiving school or setting using the following protocol:

- The file will be marked 'confidential, addressee only' and sent to the Designated Person, if known, of the receiving setting or school. The file will be delivered by hand if possible; otherwise sent by delivery that can be tracked and signed for.
- The setting will contact the receiving setting/school by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm as soon as possible that they have received the file. The setting will keep a record that the file has been received in order to be able to identify its location.
- Parents will be made aware that child welfare records will be transferred, unless this would place the child at risk of acute harm.
- The setting will not keep a copy of transferred records but will keep a record of the current file location and date the file was transferred.
- If individual child welfare files cannot be transferred for any reason, the setting will archive them for 25 years from the child's date of birth.
- All actions and decisions will be led by what is considered to be in the best interests of the child.

Confidentiality and information sharing

Staff will ensure confidentiality and that relevant and proportionate information is shared appropriately. The setting works with the guidelines set out in Information Sharing Advice for Safeguarding Practitioners 2015 (Department for Education).

The Designated Person may disclose any information about a child to other members of staff on a 'need to know' basis only.

All staff must be aware that they have a professional responsibility to share relevant and proportionate information with other agencies in order to safeguard children.

If a child discloses information that may indicate that they are at risk of abuse or neglect, the staff member must be clear that they cannot promise to keep the information a secret. The staff member should be honest to the child and explain that it will be necessary to tell someone else in order to help them and keep them safe.

Communication with parents

The setting will:

- Undertake appropriate discussion with parents prior to involvement of another agency, unless the circumstances may put the child at further risk of harm. If in any doubt, staff will seek advice from Social Care as required.
- Ensure that all parents/carers have an understanding of the responsibility placed on the setting and staff for safeguarding and child protection by ensuring the Child Protection Policy is available to families on our website and in the lobby at the preschool.
- Record on the log of concern form what discussions have taken place with parents and if a decision was made not to discuss the matter with parents, the reason why not. Particular circumstances where parents may not be informed include any disclosure of sexual abuse where the child has an injury.

Supporting Children

We recognise that children who are abused or witness abuse may find it difficult to develop a sense of self-worth and trust those around them. Some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support and intervention.

The setting will endeavour to support the child through:

- Activities to encourage self-esteem and self-motivation.
- An ethos that actively promotes a positive, supportive and secure environment that values people.
- A behaviour policy aimed at supporting all children. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self worth. The setting will ensure that the child knows that some behaviour is unacceptable but she/he is valued and not

to be blamed for any abuse which has occurred.

- Liaison with other agencies which support the child and family such as Social Care and District Teams.
- A commitment to develop partnerships with parents.
- Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
- Monitoring children's welfare, keeping records and seeking advice or making a referral to other agencies, e.g. Social Care, when necessary.

Children of Substance Misusing Parents/Carers

Misuse of drugs and/or alcohol is strongly associated with significant harm to children, particularly when combined with other features such as domestic violence.

If the setting has concerns about drug and alcohol abuse by a child's parents/carers they will follow appropriate procedures.

Domestic Abuse

The setting recognises that where there is Domestic Abuse in a family, the children/young person will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

Where there are concerns regarding Domestic Abuse, the member of the staff must log the concern and pass to the Designated Person who will seek advice from the relevant agencies and follow child protection procedures.

Children with Special Educational Needs and/or Additional Needs (SEND)

Statistically, children with special educational needs and/ or disabilities (SEND) are most vulnerable to abuse. Setting practitioners who support children with SEND will use their knowledge of the individual child to ensure that signs and indicators of abuse are recognised and acted upon quickly and sensitively.

Peer on Peer Abuse

Children may be harmful to one another in a number of ways which would be classified as peer on peer abuse. Peer on peer abuse can include sexual bullying, sexual assault and others.

If there is any indication that a child has suffered from peer on peer abuse, the child protection procedures must be followed.

Prevention of Radicalisation

The Counter-terrorism and security Act, 2015 places a duty on authorities 'to have due regard to the need to prevent people from being drawn into terrorism'. Setting staff are made aware of this duty.

If there are concerns that a child or adult may be at risk of radicalisation, exploitation or involvement in terrorism, the member of the staff should log the concern and pass it to the Designated Person. The DP will seek the appropriate advice and make a Prevent referral if required.

Child Sexual Exploitation (CSE)

Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, gifts or in some cases simply affection) as a result of engaging in sexual activities.

If CSE is suspected the member of the staff must complete a Log of Concern form and pass it immediately to the Designated Person who will seek advice from the relevant agencies and follow child protection procedures.

Female Genital Mutilation (FGM)

Female genital mutilation includes procedure that intentionally alter or injure the female genital organs for non-medical reasons.

If there is a concern about a child in relation to FGM, the member of the staff must log the concern immediately and pass it to the Designated Person who will contact children's social care and the police.

Online Safety

Staff recognise and are aware of e-safety issues.

Online safety policies and procedures are in place and implemented.

Data is managed securely and in accordance with the requirements of the Data Protection Act.

Promoting a protective ethos

The setting will create an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk and they are listened to. This will be achieved in the following ways:

- All staff, including the Designated Persons, are trained regularly to ensure skills and knowledge are up-to-date.
- Staff know how to respond to child protection concerns.
- Contribution to an inter-agency approach to child protection by working effectively and supportively with other agencies.
- Raising children's awareness and actively promoting self-esteem building, so that children have a range of strategies and contacts to ensure their safety.
- Using personal safety programmes, such as 'PANTS' and using the correct terminology for body parts namely vagina and penis.
- Working with parents to build an understanding of the setting's responsibility to the welfare of the children.
- Ensuring the relevant policies are in place, i.e. the use of mobile phones and cameras, behaviour management, intimate care, whistle-blowing, social networking.
- Being vigilant to the inappropriate behaviour of staff or adults working with children and ensuring that all staff and volunteers know the allegations procedure and relevant contacts.
- Staff acting as positive role models to children and young people.
- Ensuring staff are aware of the need to maintain appropriate and professional boundaries in their relationship with children and parents/carers.

Preventing unsuitable people from working with children

The setting will follow safer recruitment practices verifying qualifications and ensuring appropriate DBS and reference checks are undertaken. The setting will not allow people, whose suitability has not been checked, to have unsupervised contact with children.

Disqualification By Association (DBA)- The setting has a responsibility to ensure staff are suitable to work with children and not disqualified. Staff 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.

Whistleblowing

The setting has a separate whistle-blowing policy which aims to help and protect both staff and children by:

- Preventing a problem getting worse;
- Safeguarding children and young people;
- Reducing the potential risks to others.

The earlier a concern is raised, the easier and sooner it is possible for the setting to take action.

The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.

Allegations Of Abuse Against Adults Who Work or Volunteer In The Setting

If an allegation is made against a staff member or volunteer, the following action will be taken (as per the 'Allegations of Abuse against Adults who Work or Volunteer in a Childcare Setting' flowchart and guidance):

- The setting will ensure the immediate safety of the children.
- The setting will not start to investigate and will immediately contact the Early Years Safeguarding Manager: 01223 714760. If the Early Years Safeguarding Manager is not contactable, the Local Authority Designated Officer (LADO) should be contacted direct: 01223 727967.
- The setting will notify Ofsted of a significant incident.
- The Early Years Safeguarding Manager will discuss the case with the LADO, who will decide if it could be a child protection case.
- If the LADO decides the matter is a child protection case, external/internal agencies (e.g. police) will be informed by the LADO and the setting will act upon the advice given to ensure that any investigation is not jeopardised.
- It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
- If it is agreed that the matter is not a child protection case, the setting will investigate the matter and feedback the outcome of the investigation to the Early Years Safeguarding Manager and Ofsted.

MANAGEMENT CHILD PROTECTION RESPONSIBILITIES

The committee/owner fully recognises their responsibilities with regard to child protection and safeguarding and promoting the welfare of children. They will:

- Designate a committee member (where applicable) for child protection who will monitor the setting's child protection policy and practice and champion good practice in relation to child protection and safeguarding. Namely, Jorja Trueba (Chair) and Anton Santolaya (Vice Chair)
- Ensure that this policy is annually reviewed in conjunction with the setting's Designated Person/s.

Useful contacts:

Multi Agency Safeguarding Hub (MASH) 0345 045 1362 – call if Sam and Ana are both away from post.

Cambridgeshire Direct Contact Centre (Social Care) 0345 045 5203 (8-6 mon-fri) out of hours 01733234724

Early Years Safeguarding Manager (Gemma Hope) 01223 714760 or 07876 038762

Local Authority Designated Officer (LADO) 01223 727967

Ofsted 0300 123 1231

Police – non-emergency and Multi Agency Referral Unit (MARU) 101

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