

SAFEGUARDING CHILDREN (CHILD PROTECTION POLICY)

Haylands Pre-school has a duty to safeguard and promote the welfare of children. Therefore set out below are our procedures that will be taken should we have reason to believe that a child in our care, is subject to either of the following:

Emotional Abuse – *Action will be taken if the management team have reason to believe that there is a severe, adverse effect on behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.*

- The concern will be discussed with the parent/main carer
- Such discussion will be recorded and the parent/main carer will have access to such records.
- If there appears to be any further concerns regarding the circumstances, the matter will be referred to Children's Services and/or the police, in accordance with the local safeguarding children's board procedures.

Neglect - Action will be taken if the management 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 or starvation) which results in serious impairment of the child's health or development, including a failure to thrive.

- The concern will be discussed with the parent/main carer
- Such discussion will be recorded and the parent/main carer will have access to such records.
- If there appears to be any further concerns regarding the circumstances, Children's Services and/or the Police will be notified, in accordance with the local safeguarding children's board procedures.

Bullying – Action will be taken if the management team have reason to believe that there has been persistent bullying which results in serious lack of self-esteem and self worth, and a withdrawn child.

- The concern will be discussed with the parent/main carer
- Such discussion will be recorded and the parent/main carer will have access to such records.
- If there appears to be any further concerns regarding the circumstances, Children's Services and/or the Police will be notified, in accordance with the local safeguarding children's board procedures.
- With regard to our wrap around care, which caters for children up to 11 years of age, we also raise concerns with the children about protecting themselves from **Cyber Bullying**. As these children may have daily access to the internet, mobile phones etc. they need to be made aware of the safeguards they need to take whilst accessing these. Within the setting we have security in place of any internet access. Children are not allowed to access mobile phones within the setting. With regard to this issue we will follow the above procedure.

Physical Abuse – Action will be taken if the management team have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is a definite knowledge, or reasonable suspicion that the injury was inflicted, or knowingly not prevented.

- A parent must make a member of staff aware of any injuries or significant bruising that has occurred outside of pre-school. This will then be logged in the bumps and grazes book, by the parent and signed. A member of staff will also

sign the book. If a parent fails to inform us of this and marks are noticed then they will be recorded and a phone call will be made to the parent to clarify. This will then be discussed upon collection of the child where a signature will be required. This is to cover the pre-school from re-percussions and also to show that we are doing our duty by safeguarding the children who come to us. If however there is a more significant concern which should remain confidential, then this will be logged in the Incident Book, by the Manager or Deputy Manager. Conversation will be logged and this will be discussed with the parent/carer, where a signature will be required.

- Should the Manager or Deputy Manager have concerns regarding a disclosure they will contact Children's Services for advice without parent/carer discussion
- If there appears to be further concerns regarding the injury, Children's Services and/or the Police will be notified, in accordance with the local safeguarding children's board procedures.
- If a disclosure is made and the parent/carer does not collect the child on that day then the manager will attempt to contact them. If however after 24 hours this has been unsuccessful then the manager reserves the right to inform Children's Services if they have cause for concern.

Sexual Abuse – Action will be taken if the management team have witnessed occasions where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour.

- The observed instances will be recorded.
- Discussion would not happen with the parent/main carer if it were believed this would place the child at risk of significant harm.
- The observed instances will be reported.
- The matter will be referred to Children's Services and/or the police, in accordance with the local safeguarding children's board procedures.

PLEASE NOTE:

There are exceptions to the above procedures, if any child is thought to be in immediate danger, Haylands management will contact Children's Services and/or the police immediately.

Our primary responsibility is the welfare and well being of all children in our care. We therefore have a duty to the children, parents/main carers and staff to act quickly and responsibly in any instance that may come to our attention.

- Haylands has a duty to report any suspicions about abuse to Children's Services whether this stems from allegations against staff, carers or the general public. The Children Act 2004 (Section 47(1)) places a duty on Children's Services to investigate such matters. Haylands will follow the procedures set out by the local safeguarding children's board procedures.

All staff at Haylands have Safeguarding Children training. **Our Safeguarding Children Officer is Julie McNally**, who will take the lead in dealing with any concerns raised initially, and will then decide whether to take advice from Children's Services and/or the police. Discussions will take place with parent/main carer before such action unless it was believed this would place the child at risk of significant harm. An allegation of child abuse and/or neglect could lead to a criminal investigation, so staff will not do anything that may jeopardise a police investigation,

for example, ask a child leading questions or attempt to investigate the allegations of abuse.

Children's Services take the lead role in enquiring about child protection issues relating to the child whilst the employer retains the responsibility for disciplinary actions relating to staff member, volunteer or carer.

Should an allegation be made against a member of staff regarding safeguarding children issues the procedure for this would be

- Allegation or incident recorded, discussion with member of staff, parent/main carer, such discussion recorded and available for member of staff and parent/main carer to have access to. The incident will be reported to Ofsted.
- The incident will be reported to the Committee chairperson
- The committee chairperson will decide how far to discuss it with the accused member of staff without involving outside agencies, bearing in mind that a safeguarding allegation and, or neglect could lead to a criminal investigation.
- If there appears to be further concerns then Children's Services and/or the Police will be notified in accordance with the local safeguarding Children's board committee procedures.
- The manager and the committee chairperson will need to decide whether to suspend the member of staff pending investigation.

Ofsted will be notified if Children's Services are investigating a safeguarding children matter related to the group.

CONFIDENTIALITY - Haylands Pre-school follows the confidentiality policy drawn up in conjunction with the Data Protection Act. However if it becomes necessary to disclose information concerning a child and/or member of staff (if allegation is made against a staff member) to an outside agency, the following procedure will be followed.

- The consent of the parents/main carers of that child and/or the consent of the staff member for the disclosure will be sought first.
- If it is believed that obtaining such consent would place a child at risk or significant harm, the disclosure will be made without obtaining consent (bearing in mind the public interest in safeguarding the child's welfare overrides the need to keep information confidential)

Contact numbers:-

Children's Services----- 01305 760139
Out of hours duty line: 01202657279 (5.30pm-8.40am weekends, bank holidays etc)
Police ----- 01305 767474
Dorset local safeguarding children's board ----- 01305 760139

Your local office :-

**Jubilee Close
Jubilee Retail Park
Weymouth
Dorset DT4 7BG**

Email: weymouthsocialcare@dorsetcc.gov.uk