



SAFEGUARDING CHILDREN

Introduction

York Childcare (YC) believes that children have the right to be completely safe both from the fear and reality of abuse and is committed to protecting all children in YC's care from harm. YC aim to reassure parents that their children are safe whilst in our care.

This policy and its corresponding procedures have been developed for the protection of children, staff and visitors to our settings.

It should be read and applied in conjunction with other policies relating to the welfare of children and staff, with particular regard to Behaviour, Special Educational Needs, Equality and Inclusion, and Confidentiality.

The policy has been developed to meet the requirements of the Prevent Duty, the Children Act (1989 & 2004), and the document 'Working Together to Safeguard Children' and follows guidance issued by the City of York Safeguarding Children Board (CYSCB) and the NSPCC. These policies and procedures will be reviewed at regular intervals and additionally when there are relevant changes to legislation.

Recognising Child Abuse

Child abuse manifests itself in many ways.

All staff shall have child protection training and shall be vigilant to signs and evidence of abuse. A summary of the definitions can be found at the end of this document.

Recruitment

All staff, students over 16 and volunteers are carefully recruited. This includes careful scrutiny of application forms, investigating any gaps in employment history, verification of all references, identity checks, and ensuring all employees have full and up-to-date enhanced Disclosure and Barring Service (DBS) checks. Employees are asked, at the time of application for a written declaration confirming that they have no past convictions, cautions or pending cases which suggest any risk to children.

Extremism – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 YC have a duty to refer any concerns of extremism to the police.

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in YC's care.

Staff Support and Training

YC is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to the staff. YC will therefore ensure that:

- All staff and students are given a copy of the Safeguarding Children Policy during their induction and will have its implications explained to them.
- All staff, long term students and volunteers receive regular training and supervision in child protection issues and are provided with any relevant information and guidance.
- All staff are provided with supervision and management support commensurate with their responsibilities in relation to safeguarding, and their requirement to maintain caring and safe relationships with children.
- All staff are aware of the main indicators of child abuse.



- All staff are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Manager.
- YC will take appropriate action in relation to the findings of any investigation into allegations of abuse consistent with its duties to protect the safety of the children and uphold fair processes for staff, students and volunteers.
- All staff will be made aware of the Department of Health's Booklet "What to do if You're Worried a Child is Being Abused" (2003) and its recent guidance on "Protecting Children from Harm". These documents provide further definitions of abuse.
- All staff will be made aware of the Prevention and Referral routemaps produced by CYSCB (www.saferchildrenyork.org.uk).
- All staff will be made aware of the Prevent Duty: Departmental advice for schools and childcare providers (Published June 2015).

Safe Caring Procedure

All staff shall ensure they understand YC's Safeguarding Children Procedures and have had appropriate training and guidance in the principles of safe caring. To this end:

- Every effort will be made to avoid or minimise the time when members of staff, students, volunteers or professionals working to support a child (eg speech and language therapist) are left alone with a child. If staff find themselves alone with a child, the door of the room should be kept open and another member of staff informed. If outside, they should remain within the sight of others.
- If a child makes inappropriate physical contact with a member of staff, student or volunteer, this must be recorded in the Incident Record Book and discussed with the parent /carer.
- Staff must be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
- Staff must keep records noting any unusual bruises or marks or significant changes in behaviour and share any concerns with the Child Protection Officer or Manager.
- When a child is absent without explanation, nursery staff must make contact with a family member to make enquiries within 24 hours of the absence.
- Any allegations made by a child against a member of staff will be fully recorded in the Incident Record Book, including any actions. In the event of there being a witness to an incident, they should sign the records to confirm this.
- Each setting shall appoint a member of staff as the Child Protection Officer (CPO). This person shall have suitable experience, training and expertise and will be responsible for liaising with Social Services, the CYSCB and Ofsted in any child protection matter.

Dealing With Allegations

Any allegation of abuse will be treated seriously and sensitively and responded to using the following procedures:

- YC will notify the 'Front Door Service' and will follow the guidance issued for each individual case. The phone number for this service is 01904 551900. The email address is childrensfrontdoor@york.gov.uk
- When actual abuse comes to the attention of a member of staff they must report this to the Nursery Manager and Child Protection Officer at the earliest possible opportunity.
- Staff are encouraged to trust their professional judgement and to report if they suspect abuse has taken place.



- Full written records of all reported incidents will be produced and maintained.
- Information recorded will include full details of the alleged incident; details of all parties involved; any evidence or explanations offered; relevant dates, times and locations and any supporting evidence or information from members of staff.
- YC will demonstrate care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
- The Manager and Child Protection Officer will be responsible for ensuring that written records are signed, dated and kept confidentially, in accordance with the Confidentiality Policy.
- The Manager or Child Protection Officer will share concerns with the child's parents/carers unless it is considered that to inform them will put the child at increased risk of harm. It may be appropriate to complete a Family Early Help Assessment form (FEHA) to assess the needs of the child and family. (For more information see www.yor-ok.gov.uk under the section for Practitioners)
http://www.yor-ok.org.uk/workforce2014/Concerned%20about%20a%20child/family_early_help_assessment_caf
- The Manager and Child Protection Officer may make the decision to take no immediate action but to monitor the situation. Alternatively they may feel the situation requires them to discuss their concerns with local statutory child protection agencies eg Local Safeguarding Children's Board or Children's Services Department.
- Staff will ensure that concerns and allegations are treated with sensitivity and confidentiality.
- Any child involved in alleged incidents will be comforted and reassured.
- If an allegation of abuse is made against the Nursery Manager or the Child Protection Officer, the General Manager or a representative from the Management Board must be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of staff.

If an Allegation is Made by a Child

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

- Listen fully to what the child has to say
- Make no observable judgement
- Ask open questions that encourage the child to feel free to speak in their own words.
- Ensure the child is safe, comfortable and not left alone.
- Make no promises that cannot be kept (such as promising not to tell anyone).

Once aware of an allegation, the Manager or Child Protection Officer will initially follow the procedures outlined above.

The decision may then be taken to refer the case to the local statutory child protection agencies eg Local Safeguarding Children's Board or Children's Services Department, details of which can be found on saferchildrenyork.gov.uk.

If an Allegation is Made Against a Member of Staff

If a child abuse allegation is made against a member of staff, YC will inform the Local Authority Designated Officer (LADO) within the same working day. The LADO will then decide what action to take. It is likely that the member of staff will be suspended on full pay pending a full investigation. Ofsted and Children's Services must also be informed within the same day. The LADO will advise if the police should be notified.

Please note that suspension is a neutral act and does not imply that the member of staff is guilty of any offence. Outcomes from Disciplinary procedures will inform the course of action to be taken.



Referring Allegations to Child Protection Agencies

If following an initial internal inquiry, the Manager or Child Protection Officer has reasonable grounds for believing that a child has been, or is in grave danger of being, subject to abuse, the following procedure will be activated:

- Contact will be made at the earliest possible opportunity with the local social services department.
- The Manager or Child Protection Officer will communicate as much information about the allegation and related incidents as is consistent with advice given by social services, the CYSCB and the police.
- At all times the safety, protection and interest of children concerned will take precedence. The Manager and staff will work with and support parents/carers as far as they are legally able.
- YCL will assist social services, the CYSCB and the police as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
- Ofsted will be informed 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.

British Values and the Prevent Duty

YC is committed to keeping safe the families in the local community and surrounding areas. As far as possible staff will monitor all the families linked with their setting and ensure their welfare is promoted. Should there be a concern regarding a family felt to be at risk of being drawn into terrorism, nursery staff will take the following action:

- Assess the risk of the child and family being drawn into terrorism.
- Contact the relevant authorities should there be any concern. (Identifying which organisations or authorities are 'relevant' will be identified during discussions with the other professional contacted, eg the LADO or other representative from the LSCB.)

YC is committed to preventing extremism and will promote British Values in the best way possible, for example by:

- Promoting Democracy: allowing children to contribute to the rules of the setting, allowing the children to talk about their feelings and behaviour and encouraging children to share their views.
- Implementing a Rule of Law: allowing children to understand their behaviours and behaviours of others and what the consequences are, distinguishing right from wrong.
- Promoting individual liberty: allowing the children to develop a positive sense of themselves, providing ways for children to develop their self-knowledge, self-esteem and increase confidence in their own abilities.
- Promoting mutual respect and tolerance: ensuring that the setting is inclusive and tolerant of all faiths, cultures and races, and promote children's engagement in the wider community.

Photographs

YC is aware of the possible misuse of photographs taken of children at nursery. It ensures that digital photographs taken in its settings are stored securely. Separate policies regarding parental consents for still or video photographs are found within the Photography Policy. Any images uploaded onto any internet sites will be in accordance with this policy (ie the Safeguarding Policy), the Photography Policy and with the IT Policy.



Parents and Carers

The policy and procedures will be shared with parents/carers during the child's settling in period. This policy will be available on the website (www.yorkchildcare.co.uk). Hard copies are available on request.

Staff, Students and Volunteers

YC is committed to providing an environment where, through safe working practices, staff, students and volunteers feel safe and supported.

Summary of the 4 Categories of Abuse

- Physical abuse – this involves hitting, shaking, burning, scalding, throwing, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.
- Sexual abuse – this involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.
- Emotional abuse – Emotional abuse is when a child is deprived of love, warmth and affection or is persistently treated negatively, inconsistently, inappropriately or is rejected. This may include the child being constantly told that they are worthless, unloved or inadequate or the parent or carer having unreasonable and unrealistic expectations of the child's abilities or making the child being made to feel frightened or in danger.
- Neglect – is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to impact on their health, development or emotional stability. Neglect may involve failure to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health. It includes failure to ensure access to appropriate medical care or treatment. Neglect can also manifest itself as failure to meet the basic emotional needs of the child.

Further guidance on recognising abuse can be found on www.saferchildrenyork.org.uk in the tab "Concerned about a Child".

Contact telephone numbers – correct as at the date of writing this policy

Local authority children's social care team 01904 551900
Local Authority Designated Officer (LADOs) for York:
Mo Crossley 01904 551783
Local Safeguarding Children's Board (LSCB) 01904 551783
Non-emergency police 101
Government helpline for extremism concerns 020 7340 7264
Ofsted 0300 123 1231