Child Protection Policy

Name of setting______________________________________________

Designated Safeguarding Lead__________________________

Purpose

This policy works in conjunction with PAP’s Recruitment & Selection Policy, Staff Development Policy, Lost Children Policy, Confidentiality Policy, Potty training and Toileting policy, Equality & Diversity Policy, Supervision Contract, Code of Conduct, Whistleblowing Policy, Mobile Phone Policy, and E-Safety Policy.

This policy has been developed to promote the welfare of children in our care and ensure that their rights are upheld, and has regard to The Children Act 1989 and revisions to the Act 2004, and Section 26 of the Counter-Terrorism & Security Act 2015.

Policy

This policy is consistent with the guidance “Working together to safeguard children” (2018), “Worried about a child?” (BSCB website) and “Information Sharing” (2018).

We work within the ‘Birmingham Safeguarding Children Board’, (BSCB) Guidelines.

We will take all measures to ensure that all staff and volunteers representing PAP are suitable to work with children and that all staff and volunteers know what to do when they are concerned about Child Protection.

When we recruit new staff we include a copy of the Child Protection Policy in the application pack and state clearly that an enhanced DBS disclosure and the receipt of 2 suitable references will be required before the position is permanently offered. Applicants will be monitored during their probationary period and will be required to attend Child Protection Training.

Child Protection is the individual responsibility of each person working with children. All staff receives regular supervision meetings and Child Protection is afforded on a priority in these meetings.

We have a Designated Safeguarding Lead in each setting, to support staff.
Anyone under 18 working as a member of staff in our settings is afforded the protection of this policy.

**Procedure**

We have a copy of the BSCB Child Protection Guidelines “Good Practice in Safeguarding – A Framework for Voluntary and Independent Childcare Organisations” available for staff and parents/carers to see in each setting.

The overall responsibility for Child Protection rests with the Director. Each setting will have a Designated Safeguarding Lead.

The Director will also be responsible for updating PAP’s Child Protection Guidelines and for co-ordinating appropriate training. Information will be shared through staff meetings, memo’s and training sessions.

All new staff will complete basic Child Protection training, including WRAP training within their 6 month probation. In the process of recruitment and selection, we require the applicant to give all previous names used and details of all addresses in the last 5 years. References that are satisfactory to us must be received and we will seek an explanation of any gaps in employment history.

We will continue to monitor staff suitability at supervisions and with annual disqualification by association declarations.

We will confirm with any training establishments that students on placement or other temporary workers have an appropriate DBS. We will expect to see the original document, and record the number, issue date and the name of the staff who has seen the document.

We acknowledge the responsibility of staff to prevent the abuse of younger or weaker children by older or stronger children through bullying.

Staff must adhere to the Code of Conduct.

Staff and Volunteers must not promise to keep allegations secret.

**Concerns about children**

There are 4 main types of abuse. Further information on these will be found at the end of this policy, together with contact details.
A Child Protection issue may come to the notice of a staff member in several ways:

- A child may make a direct allegation.
- A child may make a comment which seems to suggest abuse.
- A child may have bruises or marks.
- The child’s behaviour may suggest the possibility of abuse.
- Someone else might report that a child has told them they strongly believe a child has been or is being abused.

In all cases:

- All child protection concerns must be reported to CASS on 0121 303 1888, or to the police, on the same day.
- We will not investigate whether or not a child has been abused. That is not our job.
- We will tell the person in charge, and the designated lead, about any concerns.
- We will write down what the child said or the details of any significant marks or behaviour, noting names, and times, and sign and date these notes.
- If a child makes a disclosure to a staff member, they will not question the child, but they will allow the child to speak for as long as they want to.
- If any staff is concerned about the handling of a child protection issue, then they will report to the Director or Deputy Director, or any member of staff can make direct contact with the CASS team.
- Keep factual notes of all injuries and concerns and sign and date all concern sheets and body maps.

**Concerns around persons in a position of trust**

- If the suspicions are regarding the person to whom they would normally report their concerns, then we will report to the Director, or Deputy Director, or if this causes a delay, make direct contact with the LADO Team on 0121 675 1669.
- If an allegation has been made against a staff member we will inform them that an allegation has been made. We do not at this point tell the person the nature of the allegation.
- If an allegation is made against a learner we will inform the training provider of the nature of the allegation.
- If the allegation is made out of office hours contact the Emergency Duty Team on 0121 675 4806.
- Complete the LADO Referral and Advice Form.
• This will lead to an investigation, where the disciplinary procedure may be followed. It may be necessary to suspend the member of staff to enable the investigation to proceed. This does not assume the staff member is guilty. We will ensure that someone in the organisation is designated to offer to support the member of staff.
• If the allegation is founded we will follow our disciplinary policy and dismiss them and we will refer their name to the DBS for possible inclusion in the list of people barred from working with children.
• We will immediately inform the parent of the child of the concern, ensuring the confidentiality of all parties concerned.
• We will inform OFSTED of the concerns and our action to date.
• If at anytime it becomes clear that there has been a misunderstanding and that the child is not alleging that abuse has taken place, you should re-assess the situation as it may not be appropriate to follow this procedure.

**Unsuitable Staff**

Questions about the suitability of a staff member or volunteer working with children will not be limited to situations in which there is positive evidence of abuse. Other pointers will be considered, including failure to respond appropriately to the needs of children, neglecting some children and failing to respect the wishes of parents. In this situation the welfare of the children will be considered.

A DBS disclosure that is returned with positive information will be considered on an individual basis, following discussions with appropriate agencies and a decision and on the suitability of the applicant for that particular position. These agencies will include the DBS and Employment Law Support.

**Domestic Violence**

The Home Office defines domestic violence as “Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality”.

If any member of staff has specific concerns about the safety or welfare of a child because of domestic violence, they should refer the matter without delay to CASS. When an abusive or exploitative relationship exists, you cannot agree to keep this secret, including the personal lives of colleagues. In any situation in which a child appears to be at risk, their immediate physical safety must be the paramount consideration.
Any incident of domestic violence in a family with children, including an unborn child, should be referred to the MASH/CASS even if the child was not present.

**Reporting Concerns**

If you need to report a concern you must have as much of the following information available as possible:

- Name of the child
- Age
- GP
- Ethnic origin
- Home language
- Address
- Contact details of parents/carers
- All of your records of concern
- Any visible indicators, e.g. bruising or bleeding
- Who you have told of your concerns
- Any action you have taken

You may then be asked to complete a Intensive Family Support Form, a copy of which is included or can be located at [www.lscbbirmingham.org.uk](http://www.lscbbirmingham.org.uk)

If a social worker has not contacted you within 48 hours, you should contact them again.

In very rare occasions it may be necessary to act quickly, for example to protect a child from a drunken or violent parent/carer. In this instance you must call the police.

**Types of abuse**

**Physical abuse**
May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse**
Persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. May involve conveying to children that they are worthless or unloved or inadequate.
It may feature age or developmentally inappropriate expectations being imposed on children. May involve seeing or hearing the ill-treatment of another.

**Sexual abuse**
Forcing or enticing a young child or young person to take part in sexual activities, whether or not the child is aware it is happening. May involve contact (assault by penetration, oral sex) or non-penetrative acts (masturbation, touching outside of clothing) or non-contact activities (looking at sexual on-line activities, watching sexual activities, encouraging sexually inappropriate behaviour). Women, men and other children can commit acts of sexual abuse.

**Neglect**
Persistent failure to meet basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. May also involve the neglect of a child’s basic emotional needs.

**The Prevent Duty**
We actively promote British Values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs throughout daily activities, routines and behaviour management.

If a member of staff has a concern they should follow the usual child protection procedure.

**Female Genital Mutilation**
Any known cases of FGM in girls under 18 must be reported to the police. It is recommended that a verbal report by phoning 101 is made.

**Whistle Blowing**
Our organisation is run in accordance with the law. No employee will suffer a detriment for speaking up if they believe something is wrong. See the Whistleblowing Policy for further guidance.

**When a Child Dies**
In the event of the death of a child who attends the setting, you must report immediately to the Director or Deputy Director who will inform the Birmingham Safeguarding Children’s Board and Ofsted.

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