



Policy ... Child Protection Policy and Procedures (Safeguarding)

The welfare, protection and safety of every child in our care is of paramount importance and we take our responsibility to safeguard children seriously. We are committed to following the North Yorkshire Children Board guidance and procedures.

Our aim is to provide a safe, respectful environment for children in which they feel confident to grow and develop, ensuring they feel confident to approach adults and secure in the knowledge they are listened to and respected.

Procedures:

Everyone working at our setting recognises their responsibilities towards children in our care through the induction process and are committed to ongoing training and providing a safe and secure environment to protect children from abuse and neglect, from physical, emotional and sexual harm.

We have a process in place to follow if we suspect abuse or neglect and we are able to put the procedures into practice. We will refer to the 'Children Social Care Department' when appropriate and work with other agencies involved. We will attend and provide reports for 'child protection meetings and contribute where appropriate to any child protection plan. We will always take a considered and sensitive approach in order that we can support our children and families.

The Child Protection Policy and Procedures have been approved by the Directors of Newby Fun Factory. The Managing Director is the 'Designated Lead Practitioner' (DLP) for child protection supported by key staff as deputy officers. Newby Fun Factory has a unique relationship with its landlord, Newby & Scalby Community Primary School. Their Headteacher and DLP are available to us re child protection, as the overwhelming majority of our children are also their children and are fully involved in any child protection issues.

It is the responsibility of the MD and the Deputy officers to ensure that all necessary measures are in place to safeguard children, documenting concerns, talking to parent's about concerns, liaising with other agencies where appropriate, make referrals if necessary, attend multi-agency meetings, contribute to a 'Child in Need' or 'Child Protection' plan, ensure all other staff members are aware of the Child Protection Policy and Procedures, keeping and storing records and seeking advice and support for staff from relevant agencies where appropriate.

Practitioners in the setting will endeavour to safeguard children's welfare by:

- Abide by Ofsted requirements by obtaining an enhanced Disclosure and Barring Service (DBS) check, identity checks, references and any health checks on employment, along with disqualification by association checks. Volunteers do not work unsupervised.
- All staff undertake training in Child Protection (Safeguarding) and this is updated annually as required either individually or as a group.
- Follow child protection guidelines that are in line with the local safeguarding children board procedures and the procedures within the booklet 'What to do if you're worried a child is being abused?' (Found in the Child Protection folder stored in the Fun Factory office area).
- Follow steps to ensure that we have control over who comes into the setting so that no unauthorised person has supervised access to the children.
- Have half termly 'Child Welfare' meetings highlighting any concerns for children in our care.



A Child In Need

There are some children who will have additional needs whereby a plan is required in order to bring together services to support the child and/or family. This is achieved through the development of a Common Assessment Framework (CAF) assessment. The assessment brings the parents and services involved with the child/family together to devise a plan to meet the needs of the child/family.

The CAF referrals, should they be used, will be with full cooperation of parents/carers.

Identifying Children Who May Be Suffering Significant Harm

Staff in the setting are well placed to observe any physical, emotional or behaviour signs which indicate that a child may be suffering significant harm. The relationships between staff, children and parents which foster respect, confidence and trust can lead to disclosures of abuse and/or staff being alerted to concerns.

Definitions:

As in the Children Acts 1989 and 2004, a child is anyone who has not yet reached his/her 18th birthday. Abuse (physical, sexual and emotional) and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example via the internet. They may be abused by an adult or adults, or another child or children. For greater clarity on types of abuse and neglect, see the Child Protection Folder stored in the Fun Factory office area and look in the booklet called 'Safeguarding Intermediate for Early Years Providers'.

It is not the responsibility of the staff to investigate or determine the truth of any disclosure or allegation of abuse or neglect. All staff, however, have a duty to recognise concerns and maintain an open mind.

Staff must immediately respond to:

- Any suspicion that a child is injured marked or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious.
- Any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- Any concerns that a child is presenting signs or symptoms of abuse or neglect
- Any significant changes in a child's presentation, including non-attendance
- Any hint or disclosure of abuse or neglect received from the child, or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)
- Any disclosures received from children, parents or other members of the public.

Staff will have no investigative role.



Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm.
- Try to ensure that the person disclosing does not have to speak to another member of the staff
- Clarify information
- Try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened next?' rather than 'Did x hit you?'
- Try not to show signs of shock, horror or surprise
- Not express feelings or judgements regarding any person alleged to have harmed the child
- Explain sensitively to the person/child that they have the responsibility to refer the information to the designated person
- Reassure and support the person / child as far as possible
- Explain that only those 'who need to know' will be told
- Explain what will happen next and that the person / child will be involved as appropriate and be informed of what action is to be taken

Action by the DLP

Following any information raising concern, the designated lead practitioner will consider

- any medical needs of the child
- whether to make an enquiry to the Children's Database Enquiry Line 01609 536462 to establish if the child is or has been subject to a child protection plan
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons e.g. health visitor, children's social care
- the child's wishes and any fears or concerns they may have.

Then decide:

- wherever possible to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and /or place the member of staff or others at risk.
- Whether to make a child protection referral to children's social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

OR

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g CAF) and / or make a referral for other services, such as a 'Request for Help Form'.

All information and actions taken, including the reasons for any decisions made, will be fully documented.

All records should be objective and include:

- statements, facts and observable things (what was seen / heard)
- diagram indicating position, size and colour of any injuries (not photograph)
- words child uses, (not translated into 'proper' words)
- non-verbal behaviours

All child protection documents will be retained in a 'child protection' file separate from the child's main file. This will be locked away and only accessible to the designated staff. These records will be copied and transferred to any school / setting the child moves to, clearly marked 'child protection, confidential, for attention of designated lead practitioner for child protection'. Along with the original CP file a record will be kept of when and to which establishment the copy CP file was sent. The entire CP file will be retained until the child's 25th birthday, where the file will be destroyed correctly.



Where staff are concerned that the DLP or other responsible persons may not be taking concerns sufficiently seriously or not taking appropriate action, they may contact Children's Social Care and / or the police directly. They should also inform Ofsted.

Support to Families

- we believe in building trusting and supportive relationships with families, staff and volunteers in our setting
- we make it clear to parents our role and responsibilities in relation to safeguarding children such as reporting concerns, providing information and monitoring of the child and liaising at all times with Children's Social Care.
- We continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow guidelines of the Area Children's Social care' in relation to our settings designated role in supporting the child and the family subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Children's Social Care.

Allegations against staff

- We ensure all parents know how to complain about staff or volunteers which may include an allegation of abuse.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place in the following way:
 - contact the LADO – names and numbers overleaf and follow their guidance.
 - Notify Ofsted – numbers overleaf
 - Inform the staff member that the allegation has been made
 - Record exactly all conversations accurately (without making assumptions or judgements)

sign and dated

- Follow guidance from the local authority to determine if suspension may or may not be appropriate. (It is not an automatic procedure to suspend staff it is a decision made between the individual concerned, their manager and the LADO).
- We follow guidance as to whether the allegation is registered
- Co-operate entirely with any information required by Social Care or the Police.
- Staff will be supported by the setting. However, details of the investigation and allegation will not be discussed unless advised to by LADO (Local Authority Designated Officer)

Our Prevent Duty statement is outlined overleaf.

The MD will oversee these procedures



Newby and Scalby CP School, The Green,
Newby, Scarborough, YO12 5JA

Tel: 01723 500511
Email: admin@funfactorynewby.co.uk

Important Contact Numbers

- Designated Lead Practitioner Steve Liddle 07463418438
- Deputy Officers Lindsay Ferrey / Pam Mallen 01723 500511/ 365686 /07800967723
- Scarborough Area Prevention Manager Liz White 01609 533139
- Children's Social Care
Customer Service Centre 01609 534527
Emergency Duty Team 01609 534527
Social.care@northyorks.gov.uk
- Local Authority Designated Officer (LADO) Karen Lewis 01609 534200 / 07715540711 OR
Dave Peat 01609 535646 / 07814 533363
- Ofsted 0300 123 1231 / 0300 123 4666
- North Yorkshire Police 101

Prevent Duty Statement

Newby Fun Factory's services already focus on children's personal, social and emotional development. The Early Years Foundation Stage framework and overarching child care standards support us to do this in an age appropriate way, through:

- ensuring children learn right from wrong,
- mix and share with other children,
- value other's views,
- know about similarities and differences between themselves and others, and
- challenge negative attitudes and stereotypes.

Any concerns would be dealt with as per Child Protection Policy and Procedures (Safeguarding)

December 2016