

034 Child protection policy and safeguarding procedures

Child protection procedure

- Our Designated Safeguarding Lead (DSL) is our Supervisor:- *Pauline Bowman*
- The person who will take over this role in the DSL's absence is our Supervisor: *Sophie Grant*
- Our named committee member with responsibility for child protection issues is :- *Liz Tiplady*

There will always be a named DSL available whenever the setting is open, and a contact for when children are off site; the DSL remains the overall responsible person for child protection issues.

All staff must be aware of the setting's child protection policy and safeguarding procedures, and understand their responsibilities in being alert to, and acting appropriately in cases of abuse, or suspected abuse, and know how to recognise and refer any concerns.

All staff must have professional curiosity and question the behaviour of children and parents/carers, not necessarily take what they are told at face value.

Any initial concerns should be discussed with the DSL. The DSL will decide with the member of staff the most appropriate action to take depending on the circumstances and the support or action required – including a telephone referral if urgent and immediate to Starting Point. All other referrals are made by completing an online referral form. **See Appendix 3 Child protection concern flow chart**

The DSL can phone the Starting Point professionals advice line if they are not sure if a threshold for referral is met.

Derbyshire County Council's **Starting Point** is the first point of contact and referral service for children who live in Derbyshire Tel: **01629 533190**. Referrals should be made to the local authority for the area where the child lives. **Appendix 2 lists emergency contact numbers.**

All concerns and discussions about a child's welfare are confidential and must be recorded in a clearly, including the decisions made and the reasons for the decisions. Records need to be stored in the child's file in a clear chronological order. Appendices 4,5 and 6 can be used to record key information.

The DSL is responsible for ensuring that the necessary paperwork is completed and sent to the relevant people.

It is the role of social care/police or health practitioners to investigate individual cases and take further action if required.

Ofsted must be informed of any significant safeguarding incident that has been referred to the local authority. Notification must be made as soon as practicable and within 14 days. Our insurance company may also be informed of any significant incidents.

The setting will monitor the situation and if there are further signs of abuse the matter will be reported and referred gain by the DSL.

If a child chooses to disclose to a member of staff:

Staff will be sensitive at all times and take appropriate action if the child is in need of urgent attention. Staff will be open about the concern and make it clear to the child or adult that the member of staff/volunteer will have to tell others. Staff will inform parents/carers about any child protection concerns, unless doing so would put the child at further risk or the member of staff is concerned about a real risk to themselves.

Staff should:

- Be accessible and receptive
- Listen carefully and uncritically at the child's pace
- Take what is said seriously
- Reassure the child that they are right to tell
- Tell the child that you must pass this information on
- Make no promises
- Make a careful record of what was said
- Follow the setting's safeguarding policy and report any concerns as soon as possible.

Staff should NEVER:

- Take photographs or examine an injury
- Investigate to prove or disprove possible abuse
- Ask leading questions, make promises to children about confidentiality or keep 'secrets'
- Assume that someone else will take the necessary action
- Jump to conclusions or react with shock, anger or horror, speculate or accuse anybody
- Confront another person (adult or child) allegedly involved
- Offer opinions about what is being said, or about the person allegedly involved.
- Forget to record what you have been told
- Fail to pass the information on to the correct person
- Ask a child to sign a written copy of the disclosure.

The notes and information sheet in the appendices 4 and 5 - may be useful to record key information to help when referring a safeguarding concern, however a chronology/timeline should be completed and stored confidentially - see appendix 6.

Further information may be requested by the Starting Point team and in line with the DSCB procedures.

The Prevent Duty 2015

The current threat from **terrorism** in the United Kingdom can involve the exploitation of vulnerable people, including children, young people and vulnerable adults.

The Prevent Duty requires providers to 'have due regard to prevent people from being drawn into terrorism'. Staff will be alert to harmful behaviours by influential adults in the child's life.

Protecting children from the risk of radicalisation is part of the wider safeguarding duties and any concerns will be followed up via the setting's safeguarding procedures. **See flowchart - appendix 3**

The DSL can seek advice regarding the Prevent Duty by contacting either; Seamus Carroll who is the lead officer for Prevent at Derbyshire County Council by emailing seamus.carroll@derbyshire.gov.uk, or calling 01629 538494, or the Starting Point professionals advice line 01629 535353 and follow the advice given.

Female Genital Mutilation (FGM)

It is illegal in the UK to subject a girl or woman to female genital mutilation (FGM), to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself. It is also an offence to fail to protect a girl from the risk of FGM. Any information that a girl or young woman is at risk of or has undergone FGM must result in a referral to Children's Social Care.

All staff must be aware of this legal duty, the indicators of FGM and the good practice guidance in the document below. It is now mandatory that staff report any cases of actual or suspected FGM

http://derbyshirescbs.proceduresonline.com/chapters/p_fem_gen_mut.html

If we are worried that a child (or adult) is at risk of FGM or has had FGM, the safeguarding procedures must be followed and the child will be supported in a sensitive manner.

The child's family, or those with influence within the community, will not be approached in advance of any enquiries by the police, adult or children's social care.