

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 and committee members 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 know who the DSL is, what they are responsible for and the name of any deputy DSLs.

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 or if a child is in immediate danger, the police. All other referrals are made by completing an online referral form. www.derbyshire.gov.uk/startingpoint See **Appendix 3 Child protection concern flow chart**

Referrals should be made to the local authority for the area where the child lives. **Appendix 2 lists emergency contact numbers.**

The DSL will advise the parent/carer that a referral has been made, unless they suspect this may lead to an immediate increased harm, or that the parent/carer is sexually abusing the child, or they suspect fabricated illness.

All concerns and discussions about a child's welfare are confidential and must be recorded in a chronology/timeline, including the decisions made and the reasons for the decisions. Records need to be a coherent and factual record of the concerns, stored in individual children's files in a clear chronological order and shared as appropriate and in accordance with the setting's information sharing policy. (Appendices 4,5 and 6 can be used to record key information.).

The DSL is responsible for ensuring that the necessary paperwork is completed, sent to the relevant people and stored in a safe and confidential place.

It is the role of social care/police or health practitioners to investigate individual cases and take further action if required. The setting will follow the advice and actions of the Children's Social Care Services and/or the police, as appropriate

Ofsted must be informed as soon as practical, of any incident regarding notification and in any case within 14 days. <https://www.gov.uk/guidance/report-a-serious-childcare-incident>

Further information can be found at:

<https://www.gov.uk/government/publications/early-years-provider-non-compliance-action-by-ofsted>

The setting's insurance company may also need to be notified of any significant incidents, without sharing personal details unless appropriate to do so and within the information sharing policy.

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

Staff will receive regular supervision and support if they are working directly and regularly with children whose safety and welfare are at risk.

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 procedures set out by the DDSCP.

The Prevent Duty 2015

Early years providers serve arguably the most vulnerable and impressionable members of society. The Early Years Foundation Stage (EYFS) makes clear that to protect children in their care, providers must be alert to any safeguarding and child protection issues in the child's life at home or elsewhere (paragraph 3.4 EYFS).

If we have a non-urgent Prevent concern we can take advice from Alison Chandler who is the lead officer for Prevent at Derbyshire County Council - Ali.Chandler@derbyshire.gov.uk
Derbyshire Police 101- can also route non urgent referrals through to the PREVENT Team

We will follow the setting's safeguarding procedures and complete an online referral form (See appendix 4) and also complete a Prevent referral form found using following link:

http://derbyshirescbs.proceduresonline.com/docs_library.html

If this is an urgent child protection concern, the setting will call Starting Point on 01629 533190 immediately. A Prevent related referral will then trigger triage for the police's Prevent Team and Channel. *(If the setting has children not living in Derbyshire we will refer into the relevant social care service for that child and/or the police).*

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 an offence to fail to protect a girl from the risk of FGM. All suspected or actual cases of FGM are a safeguarding concern and the safeguarding procedures must be followed, this will include a referral to the police.

All staff must be aware, that reporting this is a legal duty and further information and resources can be sought from the Derby and Derbyshire Safeguarding Children Partnership

<https://www.derbyshirescb.org.uk/home.aspx>

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

However, in these circumstances, 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.

For further information: http://derbyshirescbs.proceduresonline.com/docs_library.html

Appendices 2,3,4,5