



## Safeguarding Children/Child Protection policy

### **Our Aim**

Here at Little Willows we strongly believe that children's welfare is paramount and should not be compromised. As Practitioners our job is to provide an environment free from fear and abuse, an environment where children feel safe and able to thrive.

To ensure that we safeguard all children, Little Willows works with the Local safeguarding Children Board (LSCB) and ensures that all adults that work with and look after children know how to put procedures into practice confidently.

### **Little Willows Child Protection Officer...**

Little Willows has a designated member of staff who is our liaison person for child protection. This person is responsible for liaising with social services, the local Safeguarding Children's Board, Local Area Designated Officer (LADO) and Ofsted in any child protection matter.

The Little Willows Child Protection officer is Sally Sutton (Nursery Manager)  
The Deputy Child Protection office is Michaela Leakey (Deputy Manager) and  
Hannah Knight (Third in charge)

Little Willows child protection procedures comply with all relevant legislation and other guidance or advice from the Local Safeguarding Children Board (LSCB).

### **What we do to safeguard children and Staff...**

When a child joins our setting, we ask for a record of personal details about the child, who has parental responsibility and legal contact for the child, as well as whom the child normally lives with. We ask Parents/Carers to keep us up to date with any changes to these details. We also ask Parents/Carers to check over these details twice a year, at Parent's evening. These details are then kept in a locked filing cabinet and on a secure online admin system.

If we have any Child Protection information that needs to be passed onto other people, we ensure that this is on a "need to know" basis. If we need to share details with another setting or School then we gain permission from the Parents/Carers before we go ahead. If there is a need to share information with outside agencies then we ensure we have permission from the Parents/Carers unless we feel a child is in immediate danger, then we will refer to our "Duty of Care" Policy

All staff, Students and Volunteers are carefully recruited through a formal interview process, collection of at least two references and a full DBS check.

Staff are mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact is avoided at all times.

Where possible we encourage children to carry out personal tasks for themselves, such as sun cream & changing of soiled clothes. Where it is essential that an adult carries out personal tasks, we ask staff to wear appropriate protective clothing & if appropriate for two adults to be present.

### **Training & Support...**

- Staffs are given a full induction when they start work with us. This includes, Policy & Procedures, an in-depth Show round & a Fire alarm practice.
- Staffs are required to take part in Child Protection training with the Local Authority when courses are available & as appropriate.
- The designated CPO and Deputy are required to take part in appropriate one day training with the Local Authority & to update training as deemed appropriate.
- Staffs receive regular supervisions with their Line Manager, with support in Child Protection issues & offered appropriate support/guidance.
- There is time at each staff meeting to discuss any concerns in a confidential environment
- All staffs are made aware of the statutory requirement that is required of them in safeguarding children & the procedure they must follow in respect of a disclosure or discovery.

### **Our Procedure...**

If the staff team have any concerns that a child is being mistreated, either physically, mentally, emotionally, sexually, bullied or neglected then we action the following procedure:

- If you believe that the child is at immediate risk of harm then you must notify the CPO or Deputy who will contact the relevant emergency services.
- In incidents where concerns are raised staffs are asked to write a detailed account of the concern, any conversation with the child or any physical signs. This should be passed onto the CPO or deputy at the first possible chance, to be stored in the concerns file.
- The matter is to be kept on a “need to know” basis.
- If a referral is made to an outside agency then the CPO will provide details of the outcome to the referee as appropriate.

*It is not the staff's job to investigate this matter. It is the duty of the CPO to gather enough information to decide whether or not to contact Social services. The Social Services Department and the Police have a duty to investigate cases of suspected abuse. Those who work in the education service have a duty to co-operate with any such investigation. This might involve providing information, monitoring the child or, in some cases, attending a Child Protection Conference.*

### **Dealing with Allegations**

- On discovering an allegation of abuse, the CPO or Deputy immediately refers the case to the local statutory child protection agencies.
- Where actual or suspected abuse comes to the attention of staff they are required to report this to the Manager and CPO immediately.
- All staffs are encouraged and supported to trust their professional judgement, and if they suspect abuse has taken place to report this.

- Full written records of all reported incidents are produced and maintained. Information recorded includes full details of the alleged incident, details of all the parties involved, any evidence of explanations offered by interested parties, relevant dates, times and locations and any supporting information or evidence from members of staff. Little Willows demonstrates great care in distinguishing fact and opinion when recording suspected incidents of child abuse.
- The Manager is responsible for ensuring that written records are dated, signed and kept confidentially.
- If an allegation of abuse is made against the Manager/ CPO, the Registered Person is informed as soon as possible. They then assume responsibility for the situation.

### **Allegations made by a child...**

At Little Willows we take all allegations made by others very seriously. We follow all required ratio's & DBS checks as set out by the government.

Any allegations made will be dealt with by the Manager, and Ofsted are required to be immediately informed. If the issue cannot be resolved immediately then the police are contacted and the member of staff involved will be asked to take leave until the allegation has been resolved.

*Any children involved in alleged incidents are comforted and reassured. In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:*

- Treat the matter seriously and re-assure the child if necessary;
- Staff will react to what the child tells staff with belief;
- Make clear that staff will probably have to inform others;
- Tell only those who need to know;
- Seek advice if in doubt;
- Keep a careful watch on the child;
- Staff to keep an accurate record of what they have noticed, what has happened and what staff have done;
- If a child has made a disclosure to staff then they will tell the child what action they must take.

Staffs are asked not to:

- Promise to keep the matter secret;
- Contact parents – this is the job of the Social services Department;
- Interrogate children or ask leading questions;
- Speak with anyone about whom allegations are made, even if the allegations are about a colleague or another adult.

Little Willows always considers the safety and welfare of a child or young person when making decisions to share information about them. Where there is a concern that the child is suffering or at risk of harm, the child's safety and welfare must be the overriding factor.

*How to document...*

When providing written accounts of disclosures/ concerns we ask that you seek out the CPO who will provide you with the concerns book to fill out. In the account you should log dates, times, adults present and detailed conversations if a disclosure. This account should be written as a factual piece of information so that we can remain impartial as appropriate. If you need to log physical markings etc. then we ask for staff to use a body map to make these logs.

## **Referring Allegations to Child Protection Agencies**

We adhere to the procedure set out in the Local Safeguarding Children Board procedure book. It is our duty to report any concerns we may have regarding the children in our care. This is primarily to safeguard the children.

In these cases:

- Contact is made without delay, with the local social services department.
- The Manager or Child Protection Officer communicates as much information about the allegation and related incidents as is consistent with advice given by Social Services and the Police.
- The CPO is required to inform the Local Area Designated Officer (LADO) of all allegations made towards anybody on the premises. The LADO works with the CPO to discuss and agree next steps. The LADO is responsible for chairing strategy meetings with the Police and Senior Management, plan and agree any investigations, maintain an information database in relation to all allegations and producing reports as required.
- At all times, the safety, protection and interests of children concerned takes precedence. The Manager and Staff work and support Parents/Carers as far as they are legally able.
- Little Willows assists Social Services and the Police, as far as it is able, during any investigation of abuse or neglect. This includes disclosing written and verbal information and evidence.
- Ofsted is informed immediately 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 during a visit or outing.
- Ofsted is informed of any allegation of harm or abuse by any person with access to the premises or looking after children on the premises (whether relating to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises and the action taken in respect of these allegations. This is done within 14 days of the allegations being made

## **Contact details for all agencies...**

Ofsted

Piccadilly Gate

Store Street

Manchester

M12WD

Telephone: 0300 123 1231

- Local Area Designated Officer (LADO): 01225 396810
- Social Services Referral & assessment team: 01225 396312/ 01225 396313
- Out of hours emergency duty team: 01454 615165
- Police- Child Protection team: 01225 842786

## **Other policies & Procedures that relate to Safeguarding...**

- E-Safety
- Lost Child
- Uncollected Child
- Risk Assessing
- Whistle blowing
- Safer recruitment