



## 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, and 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, Multi-agency Safeguarding Hub (MASH) and Ofsted in any child protection matter.

[The Little Willows Child Protection officer is Abi Gilbert \(Nursery Manager\)](#)  
[The Deputy Child Protection office is Alyce Day-Cook \(Deputy Manager\)](#)

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

### **Staff 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.
- Staffs are required to take part in E-learning courses/ modules where appropriate. Including online prevent training.
- The designated Child protection Officer and Deputy officer are required to take part in appropriate 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.

### **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 as per our statutory requirement. We ask for the following:

- Child's full name
- Address
- Gender
- Date of birth
- Name of parental responsibility
- Legal contacts
- Who the child lives with
- Any other professional involved with the child and any other supporting paperwork.

We ask parents/ carers to update all the above information plus the additional information we collect as and when circumstances change. We also send out all folders annually to the rooms to check with families. All children's personal information is stored in the office, in a secure filing cabinet.

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, we gain permission from the Parents/Carers before we go ahead. If there is a need to share information with outside agencies, 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 are carefully recruited through a formal interview process, collection of at least two references and a full DBS check upon entry, and then regular supervisions and appraisals from there on.

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.

### **Our prevent duty...**

We understand that part of our duty of care is to identify children who may be vulnerable to radicalisation. At Little Willows, we ensure that staff take part in staff training and e-learning to support their knowledge and understanding around radicalisation and the prevent duty. Day to day we provide opportunities for children to embrace fundamental British values to support them in building a resilience so that they have the choice to challenge extremist views, but safely debate controversial issues. We support British values in every day learning, using our curriculum and national holidays and celebrations as a base to support education. We also acknowledge and celebrate festivals and celebrations from other countries and religions to ensure that children have opportunities to celebrate diversity amongst friends.

## **Signs of radicalisation (taken from the NSPCC website Jan 2017)**

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use

## **Female genital mutilation**

*“Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done.” Taken from NHS website.*

*Other known terms/ names:*

- *Female genital cutting (FGC)*
- *Female circumcision (FC)*
- *Local Arabic terms- ‘Tahor’ and ‘Sunna’*

Little Willows has a duty to not only protect children from harm but also to report suspected abuse. If we have any concerns that a child is subject to FGM then staff are required to report this to the CPO, unless it is an immediate concern where staff are required to ring 999.

*Possible Signs that FGM is going to/ or have taken place on a child:*

- Unusual trips/ ‘special’ holidays planned- arranging vaccinations and booking prolonged holiday
- If known to us that parent has also been subject to FGM (logged in red book)
- Identifying vulnerable families
- Children referring to FGM or its other given names
- Child talking about a special ceremony/ procedure that is going to take place
- Emotional distress when an adult approaches the genital area
- Repeated infections in genital area
- Problems passing urine or/ and incontinence
- Sore/ inflamed genital areas

## **Dealing with all 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 regarding a member of staff.**

At Little Willows, we take all allegations made by others very seriously and will do all we can to protect children in our care.

Any allegations made are required to be reported to the Manager who then has a duty to contact all appropriate services such as Designated Officer, MASH and Ofsted. The Designated officer will take the lead on how to then deal appropriately with the allegation. The police maybe called, and an investigation maybe appropriate.

*Any children involved in alleged incidents are comforted and reassured. In circumstances where a child makes an allegation or a disclosure, staff are required to:*

- 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 are not allowed to keep secrets.
- 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;
- Use the children's words when writing down their disclosures.
- If a child has made a disclosure to staff, then they will tell the child what action they must take so that they understand what is happening around them.

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.

### **What we will do if we have concerns regarding a child...**

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

- If you believe that the child is at immediate risk of harm, then you must notify (where possible) the Child protection Officer or Deputy Officer and contact 999 emergency services.

- In incidents where concerns are raised by staff, they are asked to write a detailed account of the concern, any conversation with the child or any physical signs on a children's concern log. This should be passed onto the Child protection officer or deputy officer 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, the Child protection officer 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 Child protection officer 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 and radicalisation. 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.*

#### *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 form to complete. 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 Wiltshire Safeguarding Children Board procedure folder. 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, to the MASH team.
- The Manager or Child Protection Officer communicates as much information about the allegation and related incidents as is consistent with advice given by MASH team and the Police.
- The Child protection Officer is required to inform the Designated Officer (DO) of all allegations made towards anybody on the premises within 24hrs of disclosure/ incident. The DO works with the Child protection Officer to discuss and agree next steps. The DO 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 with and support Parents/Carers as far as they are legally able.
- Little Willows assists Social Services, the Police and the DO, as far as we are 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 of 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

- Designated Officer (DO): 01225 713945
- Multi agency safeguarding hub (MASH): 0300 4560108
- Emergency duty team: 08456070888
- If a child is in immediate danger: 999

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

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

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