

# EDGMOND OWLS

## CHILD PROTECTION

### Statement of Intent

Edgmond Owls fully recognises the contribution it makes to safeguarding children and promoting their welfare. We recognise that all staff and volunteers have a full and active part to play in protecting children from harm. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form. We strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures. Safeguarding and promoting children's welfare covers a wide subject and therefore this policy should be read in conjunction with all are other policies and procedures.

### Legal Frameworks

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Working Together to Safeguard Children 2015
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015
- Prevent Agenda 2015

### Staff and Volunteers

All staff have cleared CRB (Criminal Record Bureau) or DBS (Disclosure & Barring Service) checks using Capita vetting services. Volunteers, students or visitors who are not CRB/DBS checked will not be left unattended whilst on the premises; ensuring children remain in a secure environment.

The Safeguarding designated person is **Rachel Plant, Manager**. The designated person takes lead responsibility for any issues raised concerning a child's welfare. They are responsible for liaising with the Local Safeguarding Children's Board (LSCB, Family Connect) and other local statutory children's services agencies. They also provide support, advice and guidance to any other staff on an on-going basis & on specific safeguarding issues as required. All staff will be made familiar with the Safeguarding Children policy & procedures on induction and updated accordingly. The designated person attends specific child protection training and network meetings. In the absence of Rachel concerns should be reported to **Lindsay Wilson, Deputy Manager**. Our designated officer who oversees this work is **Sarah Farmer** (Chair of Directors). If staff feel they do not receive satisfactory advice or no appropriate action is taken they may refer the matter directly to Family Connect (LSCB) or OFSTED (see safeguarding/ child protection procedures for contact numbers). Also see Whistleblowing Policy.

### Signs of Abuse

All staff will be aware of the signs & symptoms of child abuse through ongoing external/ internal training; it is recommended that training be carried out every three years by Telford & Wrekin. Due to the many hours of care we are providing to a child it is possible that staff may be the first people to become aware

that there is a problem, even before the parent/carer. Should staff have any concerns for the welfare of a child what so ever they have a responsibility to report this to the safeguarding designated person. At all times staff must ensure concerns are kept confidential and only discussed with those appropriate.

The following definitions are taken from Working together to Safeguard Children, March 2015.

Abuse - A form 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 others (e.g. via the internet). They may be abused by an adult or adults, or another child or children (peer on peer abuse).

Physical abuse - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (Fabricated illness). Staff are also aware of the signs and symptoms of Female Genital Mutilation (a type of physical abuse practised as a ritual by certain ethnic groups).

Emotional abuse - The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse - Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
  - protect a child from physical and emotional harm or danger;
  - ensure adequate supervision (including the use of inadequate care-givers); or
  - ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Previous Injuries

Any child arriving at Edgmond Owls with a significant injury (bruise/scratch etc;) visible, parents will be asked about the cause of injury and an existing injury record will be completed. If an injury is discovered during the day, staff should get a witness and ask the child if appropriate how the injury happened. The staff member should complete an existing injury record, and the parent asked for clarification on collection of their child.

## Monitoring Attendance of Children

Although it is not compulsory for children to attend nursery under our safeguarding responsibilities we are required to monitor children's attendance and patterns of absence. All parents/carers are asked to notify us if their child cannot attend their session for whatever reason. This also enables us to monitor illnesses throughout the setting and take any necessary action required. For any concerns that arise due to absences our safeguarding children procedures will be followed.

## **Procedures**

Edgmond Owls are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with the statutory agencies in accordance with the procedures that are set down in '**What to do if you are worried a child is being abused**' (HMG 2015)

### **Responding to suspicions of abuse**

- We acknowledge that abuse of children can take different forms-physical, emotional, and sexual as well as neglect.
- Staff are trained to recognise the signs of abuse such as changes in behaviour, appearance or play.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses this with the 'designated person'. The information is stored on the child's personal file.
- We refer concerns to a **Family Connect Safeguarding Advisor (01952 385385)** during office hours (9-5pm) and co-operate fully in any subsequent investigation. Outside office hours we telephone the **Emergency Duty Team (01952 676500)**
- We also have children who attend the setting from Shropshire and Staffordshire local authority and would also refer concerns to them (numbers displayed in nursery and office)
- **Shropshire** (Initial Contact Team) **0345 6789021** (out of hours 0345 6789040)
- **Staffordshire** (First Response Team) **0800 1313126** (out of hours 0845 6042886)
- We take care not to influence the outcome either through the way we speak to children or by asking questions of the children.

### **Recording suspicions of abuse and disclosures**

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:

- listens to the child, offers reassurance and gives assurance that she or he will take action;
- does not question the child;
- makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

### **Making a referral to Family Connect**

- Concerns are reported to Family Connect and are followed up in writing within 48 hours.

### **Informing parents**

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.
- We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

### **Liaison with other agencies**

- We work within the Local Safeguarding Children Board guidelines.
- We have the current version of '**What to do if you're worried a child is being abused 2015**' available for parents (reception area) and staff (staff room and staff's memory sticks) and ensure that all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues.

- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within **14 days** of the allegations being made.

#### **Allegations against staff (see also Whistleblowing Policy)**

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:
  - inappropriate sexual comments;
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to **Family Connect (385385)** for a referral to LADO (Local Authority Designated Officer)
- If the necessary contact/response isn't received from the LADO please contact, **Independent Conference and Reviewing Officer/LADO, Safeguarding Advisory service, Addenbrook House Telford.**
- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the Board of Directors will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the

alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.

### **Disciplinary action**

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service (01325 953795) of relevant information, so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

Edmond Owls are committed to promoting awareness of child abuse issues throughout its training and learning programmes for staff and volunteers. We are also committed to empowering young children, promoting their right to be strong, resilient and listened to.

### **Training**

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

### **Planning**

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

### **Curriculum**

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.

- We ensure that this is carried out in a way that is developmentally appropriate for the children.

### **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

### **Support to families**

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their 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 Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

### **Prevent Agenda**

We are aware that we have **due regard to the need to prevent people being drawn into terrorism**. This is referred to in the Prevent Duty document. Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to Family Connect.

Names of Prevent Officers:

DS Philip Colley: 01386 591835/07736 084701

Email:[Philip.colley@westmercia.pnn.police.uk](mailto:Philip.colley@westmercia.pnn.police.uk)

DC Gary Shephard: 01386 591816/07772 904013

Email:[garyshephard@westmercia.pnn.police.uk](mailto:garyshephard@westmercia.pnn.police.uk)

## E-Safety

We are aware of the growth of internet use and the advantages this can bring. However, we are also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the nursery we do this by:

- No internet access on any devices in the setting
- Using approved devices to record/photograph in the setting
- Reporting emails with inappropriate content to the internet watch foundation (IWF [www.iwf.org.uk](http://www.iwf.org.uk))
- Integrating e-safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'
- When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them
- Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.

This policy was reviewed April 2017

Print Name	Sarah Farmer
Role	Chairperson/Designated Officer
Signature	
Print Name	Steve Worker
Role	Director
Signature	
Print Name	Rachel Plant
Role	Manager/Designated Person
Signature	
Print Name	Lindsay Wilson
Role	Deputy Manager/Designated Person
Signature	

