

## Safeguarding and child protection policy

### Introduction

Busy B Child minding fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children.

Through my day-to-day contact with children and direct work with families, I have a crucial role to play in noticing indicators of possible abuse or neglect and in referring them to the appropriate authority. This policy sets out how I comply with statutory responsibilities relating to safeguarding and promoting the welfare of children who attend my setting.

There are four main elements to my policy:

1. Prevention through the support offered to children and the creation and maintenance of a whole-setting protective ethos.
2. Procedures for identifying and reporting cases, or suspected cases of abuse.
3. Supporting children who may have been abused or witnessed violence towards others.
4. Promoting a protective ethos. My policy applies to all staff, paid and unpaid, working in the setting, including volunteers. Concerned parents may also contact me, the Designated Person/s for Child Protection.

### 1. PREVENTION

I recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children. I will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk, and are actively listened to.
- Ensure children know that they can approach me if they are worried or in difficulty.

## 2. PROCEDURES

I will follow the Local Safeguarding Children's Board (LSCB) procedures as detailed on the Suffolk Safeguarding Children Board website, which can be accessed online at <http://www.suffolkscb.org.uk/>. I have a regard for Working Together to Safeguard Children 2015 and What to Do if You are Worried a Child is Being Abused 2015 (Department for Education).

The Designated Persons for Child Protection in the setting is:

Belinda Paskell

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Busy B will:

- Ensure safeguarding training is updated every three years.
- Ensure I have access to the Professional Consultation Line (MASH) 03456 061 499 to speak with a MASH social worker about any concerns or for advice.

### Definitions

As in the Children Acts 1989 and 2004, a child is anyone who has not yet reached his/her 18th birthday. Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; Development means physical, intellectual, emotional, social or behavioural development; Health includes physical and mental health; Ill-treatment includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or 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 a stranger. They may be abused by an adult or adults or another child or children.

Physical Abuse 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.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse is 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 children that they are worthless or unloved, inadequate, or valued only inso-

far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 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.

Neglect is 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 and clothing, 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 caretakers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

I must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play (see intimate care policy)
- any explanation given which appears inconsistent or suspicious
- any behaviour which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

## Liaison with other agencies

I will work to develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance and written reports, child protection conferences and core groups.

## Record keeping

I will keep clear, detailed written records of concern about children's welfare using the Log of Concern Form (noting the date, event and action taken). I will ensure all records are kept secure and in locked location. Parents do not have an automatic right to access child welfare records and consideration will be given as to what the consequences of information sharing might be. Unless it would place the child at risk of significant harm, parents will be informed that a Log of Concern Form has been completed, where it will be stored and what will happen to it when the child leaves the setting.

When the child about whom there have been child welfare concerns (whether subject to a child protection plan or not) leaves the setting or transfers to school, the child's child welfare file will be transferred to the receiving school or setting using the following protocol:

- The file will be marked 'confidential, addressee only' and sent to the Designated Person, if known, of the receiving setting or school. The file will be delivered by hand if possible; otherwise sent by delivery that can be tracked and signed for.
- I will contact the receiving setting/school by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm as soon as possible that they have received the file. I will keep a record that the file has been received in order to be able to identify its location.
- Parents will be made aware that child welfare records will be transferred, unless this would place the child at risk of acute harm.
- I will not keep a copy of transferred records but will keep a record of the current file location and date the file was transferred.
- If individual child welfare files cannot be transferred for any reason, I will archive them for 25 years from the child's date of birth.

## Confidentiality and information sharing

I will ensure confidentiality and that relevant and proportionate information is shared appropriately. I work within the guidelines set out in Information Sharing Advice for Safeguarding Practitioners 2015 (Department for Education). <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

I the Designated Person may disclose any information about a child to other members of staff on a 'need to know' basis only.

If a child discloses information that may indicate that they are at risk of abuse or neglect, I will be clear that I cannot promise to keep the information a secret. I will be honest to the child and explain that it will be necessary to tell someone else in order to help them and keep them safe.

## Communication with parents

Busy B will:

- Undertake appropriate discussion with parents prior to involvement of another agency, unless the circumstances may put the child at further risk of harm. If in any doubt, I will seek advice from Social Care as required.
- Ensure that all parents/carers have an understanding of the responsibility placed on myself for safeguarding and child protection by ensuring that they receive a copy of this policy when registering their child with me.
- Record on the log of concern form what discussions have taken place with parents and if a decision was made not to discuss the matter with parents, the reason why not.

## 3. SUPPORTING CHILDREN

I recognise that children who are abused or witness abuse may find it difficult to develop a sense of self-worth and trust those around them.

I recognise that some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support and intervention.

I will endeavour to support the child through:

- Activities to encourage self-esteem and self-motivation.
- An ethos that actively promotes a positive, supportive and secure environment that values people.
- A behaviour policy aimed at supporting all children. A consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self worth. I will ensure that the child knows that some behaviour is unacceptable but she/he is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the child and family such as Social Care and Locality Teams.
- A commitment to develop partnerships with parents.

- Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
- Monitoring children's welfare, keeping records and seeking advice or making a referral to other agencies, e.g. Social Care, when necessary.

## Children with Disabilities

I recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. When dealing with children with complex and multiple disabilities and/or emotional and behavioural problems I will be particularly sensitive to signs of abuse.

## Prevention of Radicalisation

The Government Prevent Duty Strategy 2015, has raised awareness of the specific need to safeguard children, young people and families from violent extremism. The Counter- terrorism and Security Act, 2015 places a duty on professionals to have due regard to the need to prevent people from being drawn into terrorism.

I will help to build children's resilience through promoting British values and assisting their personal, social and emotional development and understanding of the world.

Signs that may indicate a child is being radicalised include:

- 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.

If I have concerns that a child or parent may be at risk of radicalisation or involvement in terrorism, I will follow my safeguarding procedures.

## Child Sexual Exploitation (CSE)

Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities.

Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming.

If CSE is suspected, I will complete a Log of Concern form and make a referral to Social Care.

## Female Genital Mutilation (FGM)

Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is carried out on children between the ages of 0–15, depending on the community in which they live. FGM is extremely harmful and has short and long term effects on physical and psychological health.

FGM is internationally recognised as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

I take these concerns seriously and I am aware of the possible signs and indicators that may alert me to the possibility of FGM. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the child protection procedures outlined in this policy.

#### 4. PROMOTING A PROTECTIVE ETHOS

I will create an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk and they are listened to. This will be achieved in the following ways:

- I undertake training regularly to ensure skills and knowledge are up-to-date.
- I know how to respond to child protection concerns.
- Contribution to an inter-agency approach to child protection by working effectively and supportively with other agencies.
- Raising children's awareness and actively promoting self-esteem building, so that children have a range of strategies and contacts to ensure their safety.
- Using personal safety programmes, such as Protective Behaviours, NSPCC PANTS campaign and the Early Years Service 'Children's Safety Matters' training and resources.
- Working with parents to build an understanding of my responsibility to the welfare of the children.
- Ensuring the relevant policies are in place, i.e. the use of mobile phones and cameras, behaviour management, intimate care and social networking (see separate policies).
- Being vigilant to the inappropriate behaviour of staff or adults working with children and ensuring that all staff and volunteers know the allegations procedure and relevant contacts (see visitors policy).
- Acting as a positive role model to children and young people.
- Ensuring staff are aware of the need to maintain appropriate and professional boundaries in their relationships with children and parents/carers.

#### ALLEGATIONS OF ABUSE AGAINST ADULTS WHO WORK OR VOLUNTEER IN THE SETTING

If an allegation is made against me or volunteer, the following action will be taken (as per the 'Allegations of Abuse against Adults who Work or Volunteer in a Childcare Setting' flowchart and guidance displayed on my notice board):

- I will ensure the immediate safety of the children.
- I will not start to investigate and will immediately contact the Local Authority Designated Officer (LADO).
- If the LADO decides the matter is a child protection case, external/internal agencies (e.g. police) will be informed by the LADO and the setting will act upon the advice given to ensure that any investigation is not jeopardised.

- I will notify Ofsted of an allegation of abuse.
- It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
- If it is agreed that the matter is not a child protection case, the setting will investigate the matter and feed back the outcome of the investigation to the Early Years Safeguarding Manager and Ofsted.
- See separate policy – procedure for allegations of abuse.

## MANAGEMENT CHILD PROTECTION RESPONSIBILITIES

I fully recognise my responsibilities with regard to child protection and safeguarding and promoting the welfare of children. I will:

- Monitor the setting’s child protection policy and practice and champion good practice in relation to child protection and safeguarding.
- Ensure that this policy is annually reviewed in conjunction with the setting’s Designated Person/s.

## ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted at a meeting of: Busy B Child minding  
 held on: 08/12/2015

Signed on behalf of the  
 Management Committee / Proprietor: Manager/owner

This policy was reviewed on: 10.09.2017 Belinda Paskell

This policy was reviewed on: 23.11.2018 Belinda Paskell

This policy was reviewed on: \_\_\_\_\_



## Useful contacts:

Professional Consultation Line MASH Social worker

[03456 061 499](tel:03456061499)

Customer First

0808 800 4005

NSPCC

0808 800 5000

Local Authority Designated Officer (LADO)

**0300 123 2044**

Ofsted

0300 123 1231

Police – non-emergency and Multi Agency Safeguarding Hub (MASH)

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