

# Child Protection Policy and Procedures

Version: 1

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## Aims

- The Management of Trinity College Day Nursery (the Nursery) considers it is a duty of members of staff and volunteers to provide a nurturing environment for children, which includes the need to protect children who come into contact with us from abuse. This policy is part of our procedures for safeguarding the welfare of children in our care.
- It is important to be vigilant, but to keep an open mind in the implementation of this policy as there may well be other explanations other than abuse for concerns about children.
- If there is concern it is not your responsibility to investigate and decide if it is abuse. It is your responsibility to act on your concerns and report these properly.

## Definitions of abuse

(Adapted from Churches Child Protection Agency, *Safe and Secure*)

Trinity College Day Nursery follows best practice in appreciating that abuse may happen in a number of ways. These are

1. Physical Abuse.
2. Sexual Abuse.
3. Neglect
4. Emotional abuse

The Children Act 1989 requires that if the local authority has 'reasonable cause to suspect that a child who lives or is found in their area is suffering or is likely to suffer significant harm, they must make, or cause to be made, such enquiries as they consider necessary.....' 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 institution or community setting, by those known to them or, more rarely, by a stranger. A child may suffer more than one category of abuse. The following definitions of child abuse recommended for registration are as stated in the joint government departments' document, 'Working Together to Safeguard Children' published in 2006.

**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, including prostitution, 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, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**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, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**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 insofar 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.

### ***Historical Abuse***

There may be occasions when a child will disclose abuse which has occurred in the past. This information will be treated in the same way as a disclosure of current abuse. The reason for this is that the abuser may still represent a risk to children now.

### ***Domestic Abuse***

Staff may be working with children experiencing violence or neglect at home. Children experiencing this may demonstrate many of the symptoms below. Staff and volunteers need to record their concerns and follow the reporting procedures.

## **Signs of possible abuse**

(Adapted from Churches Child Protection Agency, *Safe and Secure*)

When considering whether there is evidence to suggest a child or young person has been abused there are a number of possible indicators (listed below). However, there may be other explanations, so it is important not to jump to conclusions but rather seek advice from Children's Services, the Police Child Abuse Investigation Unit or CCPAS. There may also be no signs or symptoms; this does not mean that a report of abuse is false.

### ***Signs Suggesting Physical Abuse***

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc that do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*
- Unusual changes in routine

### ***Signs Suggesting Emotional Abuse***

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

### ***Indicators of Possible Sexual Abuse***

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home

- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia\*
- Bed wetting and soiling

\*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning.

Staff should be equally vigilant regarding signs relating to children with disabilities or special educational needs and not automatically assume that any of the above relates to their impairment.

## **What to do in abuse is disclosed or suspected**

(Adapted from Churches Child Protection Agency, *Safe and Secure* and BAND sample policy)

### ***If abuse is disclosed***

- Stay Calm
- Don't ask questions, but listen to what the child has to say
- Don't make promises you may not be able to keep i.e. 'not telling anyone else'.
- Accept what you hear without passing judgement.
- Reassure the child that the people you will inform will be sensitive to their needs and concerned with protecting them. Tell the child what you are going to do.
- Make careful notes (the circumstances, what the child said, what you said etc) as soon as possible, preferably within an hour and use the **actual words** used by the child. Include dates and times of incident/recording and keep the notes safely.
- Contact the person responsible for child protection concerns or, in their absence, take action yourself without delay.
- Listen and pass on to the church child protection co-ordinator - do not question or investigate.
- The Child Protection Co-ordinator (or designated deputy) should contact Children's Services, the police or CCPAS
- OFSTED will need to be informed

**NOTE: See below if allegations implicate a volunteer or member of staff**

### ***If abuse is suspected***

- Volunteers should inform the key worker of their concerns (see note below)
- The key worker should keep monitoring the child's behaviour, making a note of particular concerns (when, where and what happened)
- Discuss concerns with the Child Protection Officer (or designated deputy). The child's parents should be seen at the earliest opportunity to ascertain

- if there is a known reason (i.e. family bereavement, change of family make-up)
- You should remember that parents may not have picked up on your concerns or be aware that there is a potential problem. In cases where other family members or friends are causing the abuse parents are often the last to know.
  - After discussion with the Child Protection Officer, any member of staff can contact a relevant agency for advice, to discuss concerns and seek guidance before proceeding with reporting
  - The Child Protection Officer will then instruct you as to how to proceed and if appropriate will inform the parents/carers that suspicion or concerns are going to be reported. This might not always be possible and such informing should not put you or the child at risk. Reasons for not informing parents/carers need to be placed in a written note.
  - If Social Services are contacted, they should let you know how that they are responding to the information given. It is unlikely that you will be told the specific course of action unless there are direct implications for you or the Nursery. If you, or the Child Protection Officer, has not been informed that the matter is being dealt with, it may be appropriate to contact the Referral and Assessment team to ask what consideration and action has been taken.

**NOTE: See below if concerns implicate a volunteer or member of staff**

***If a member of staff or volunteer is suspected of abuse or inappropriate behaviour***

If it appears that a member of staff or volunteer has:

- Behaved in a way that has harmed a child, or may have harmed a child or,
- Possibly committed a criminal offence against or related to a child, or,
- Behaved in an inappropriate way towards a child which may indicate that he or she is unsuitable to work with children

Then these procedures must be followed

- Record all concerns and report them to the senior worker
- If the senior worker is implicated then report concerns to Nursery Manager
- The staff member responsible for child protection will contact the Designated Officer within the Early Years and Childcare Service who will contact the Local Authority Designated Officer (LADO) to ask for advice and how to proceed and to give details of the concern within 1 working day.
- Unless in a medical emergency, the designated senior manager should take advice from the LADO on how and when to inform the parents of the child. The LADO will advise the designated senior manager about informing the alleged perpetrator. The LADO will ensure correct protocols and consultations between agencies.

- OFSTED will be informed 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 or during a visit or outing.
- While support will be offered to the staff member involved, the staff and committee will ensure that the agencies concerned are given all the assistance in pursuing any investigation.
- Disciplinary proceedings may be implemented during or as a result of such investigation following the appropriate Nursery procedures.

### ***Support for staff and volunteers***

- The nursery management team will fully support staff in following this procedure. Following an allegation or investigation, staff and volunteers can talk to any member of the child protection committee and/or any of the appropriate agencies,

## **Recruitment of staff and volunteers**

The nursery acknowledges that paedophiles and those who pose a threat to children may be attracted to employment or volunteering opportunities that allow them access to children. We also acknowledge that good practice dictates that all staff and volunteers within the nursery need to be cleared by the Criminal Record Bureau. As part of this policy we will ensure that:

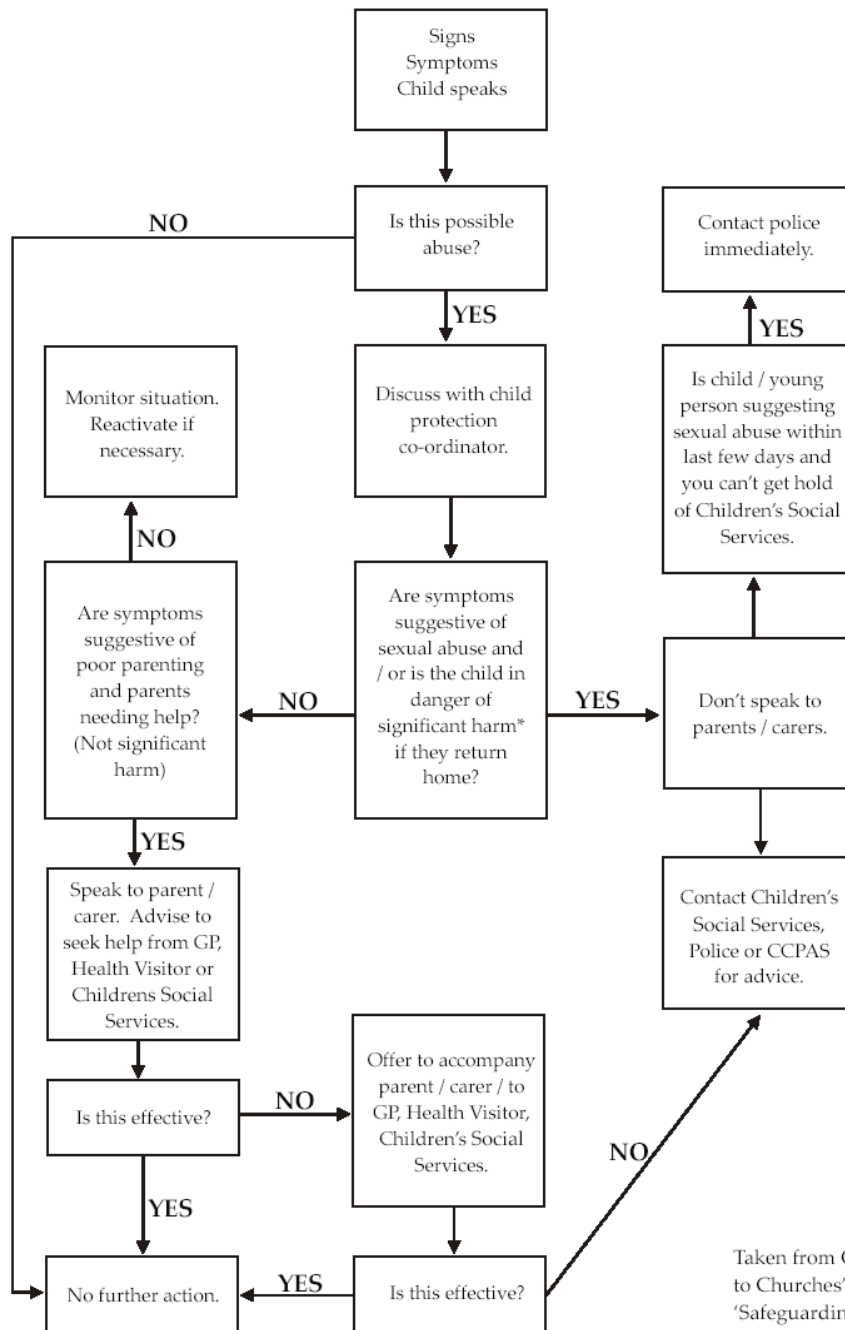
- All staff and volunteers will be checked under enhance disclosure through the Criminal Records Bureau on joining the team, to be reviewed every 3 years
- Two professional references will be taken up prior to appointment for new staff and a medical reference will also be required
- Volunteers undertaking 'nursery rota' sessions do not usually require references prior to assisting in the nursery
- Staff and volunteers will be able to work under supervision prior to receipt of their CRB check, after which they will be able to work unsupervised in accordance with nursery procedures.
- Staff will be expected to attend training to keep up to date and informed on child protection issues.
- Volunteers are required to read and agree to abide by the nursery policies and procedures as laid out in their volunteers' handbook.

## **Implementation and monitoring of this policy**

- The nursery management team will agree a member of the nursery staff with responsibility for child protection matters and an appropriate deputy.
- The nursery will have a child protection standing committee which will include the responsible person; their deputy, a representative from the College Executive Management and provision for independent advisors.

# Appendix A: Flowchart for reporting concerns

Child Protection Co-ordinator is Helen O'Neill



Taken from CCPAS 'Guidance to Churches' and 'Safeguarding Children and Young People' manuals.

## **Appendix B: Referral Agencies and additional contacts**

### ***Referral Agencies***

- Children's Social Care Referral and Assessment Team (Social Worker) Email [childprotection@bristol.gov.uk](mailto:childprotection@bristol.gov.uk)
  - Avondale Road (East) – 0117 9558231
  - Southmead House (North) – 0117 9038700
  - Symes House, Hartcliffe (South) – 0117 3532200
  - Welsman, St Paul (Centre) – 0117 9036500
  - Disabled Children Team (All Bristol) – 0117 9038250
  - Out of Hours (Emergency Duty Team) – 01454 615165
- Police child protection team (Lockleaze) – 0117 9454320 (999 for Emergency)

### ***For Staff Allegations contact***

- Dawn Butler (Early Years and Childcare Services) – 0117 9036191

### ***Ofsted***

- Ofsted Compliance and Investigation team
- (for reporting any child protection concerns) – 08456 014772
- Ofsted Registration Officer/Inspector: - ??????????????

### ***Support and Advice***

- South West Child Protection Procedures (on-line guidance) [www.swcpp.org.uk](http://www.swcpp.org.uk)
- Childline - 0800 1111
- National Association for the Prevention of Cruelty to Children (NSPCC) – 0800 800500
- NSPCC Asian Protection Helpline – 0800 096 7719
- Bristol Safeguarding Children (information and training) – 0117 3532505
- Churches Child Protection Advisory Service – 0845 1204550 ([www.ccpas.co.uk](http://www.ccpas.co.uk))