

## Child Protection Procedure

Trinity Day Nursery is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to in accordance with the Government's Statutory Guidance "Working together to safeguard children March 2013" and the local safeguarding children's board.

We will stay up to date with Inter-agency procedures by accessing the following web link:

<http://lincolnshirescb.proceduresonline.com/chapters/contents.html>

- All staff will be aware of their responsibility as early years practitioners to share any concerns they have about a child with the designated named person. If a staff member feels that their concern is not being taken seriously they have every right to share their concerns with the Lincolnshire Safeguarding Children Board Customer Services unit or the Police without affecting their terms of employment (See Whistle Blowing policy).
- Staff members also have the right to share concerns directly with the Lincolnshire Safeguarding Children Board Customer Services Centre (Tel. 01522 782111 or Out of Hours 01522 782333) or the police if they feel this is appropriate.
- All staff will be aware of possible indicators of child abuse and procedures for recording and reporting through staff training, both internal and external.
- All parent/carers will be provided with a copy of the Nursery's Child protection policy and procedure and made aware of the fact that Trinity Day Nursery has a legal obligation to safeguard and promote the welfare of the children in their care, and that the child's needs will be our first concern.

### **Records will be kept as appropriate.**

Whenever concerns are raised or worrying changes are observed in a child's behaviour, physical condition or appearance, a specific record will be set up. All concerns will remain confidential and shared on a need to know basis and the guidance set by the Local Safeguarding Children's Board will be followed.

### **Where a disclosure is made:**

- Reassurance will be given to the child.
- The child will be listened to and taken seriously
- Caution will be exercised in responding to a disclosure; it may or may not be appropriate to ask the child questions such as "tell me more about that" and "who else was there" (This would be for the setting to decide mindful that "leading" the child could jeopardise an investigation or subsequent court case)

- Promises will not be made to the child regarding sharing any of the information made in the disclosure.
- The designated person with responsibility for safeguarding children will be informed immediately and procedures followed under the guidance of the Local Safeguarding Children's Board.
- A referral to Children's Services on 01522 782111 will be made without delay.
- Up to date information and guidance on making a referral will be sought from
- [http://lincolnshirescb.proceduresonline.com/chapters/p\\_refer\\_proce.html#making\\_refer](http://lincolnshirescb.proceduresonline.com/chapters/p_refer_proce.html#making_refer)
- If the setting considers that implementing the advice from CSC would increase the risk of harm to the child they will contact the police before the child is due to be collected from the setting
- Setting staff are aware of and will implement the LSCB escalation policy if necessary

**Records will be made to include:**

- The child's name, full address, date of birth.
- Date and time of the disclosure/observation.
- Exact record of disclosure (in child's own words).
- Name of person to whom disclosure was made.
- Name of any third party present.
- An Early Help Assessment (EHA) will be completed (as far as possible with all information) signed and sent to the relevant officer (Children's Services will Advise on this) within 24 hours of the telephone referral.
- Records will be kept separately and securely from the child's main records with limited access
- CAF form, completed (as far as possible with all information) signed and sent to the relevant Officer within 24 hours of the telephone referral.

NB: Failure by the Staff and Management team to follow the above procedures will be taken very seriously and deemed as gross misconduct which could possibly result in the revoking of their contract with immediate effect. (See Disciplinary procedure).

**Where an allegation is made against a staff member:**

In accordance with the requirements our procedures for dealing with allegations against staff complies with the Lincolnshire Safeguarding Children's Board policies

Examples of inappropriate adult behaviour may include

- Staff that have behaved in a way that has harmed a child, or may have harmed a child
- Staff that have possibly committed a criminal offence against or related to a child
- Staff that have failed to execute their duty to safeguard a child/ren at the setting or elsewhere
- Staff that have behaved towards a child/ren in a way that indicates s/he is unsuitable to work with children

Our procedure is as follows:

The setting will contact the Local Authority Designated Officer (LADO) for managing allegations through the CSC on 01522 782111 or 01522 782333 or directly on 01522 554674

The setting will liaise with the LADO prior to any investigation commencing and the setting will fully cooperate with all investigations under the advice and guidance of the LADO. The LADO should be informed within one working day of all allegations that come to the employer's attention or that are made directly to the police.

Ofsted will be informed of the allegation as soon as it is reasonably practicable but at least within 14 days of the allegation being made. Ofsted will be notified of any action taken in respect of the allegation.

Details will be recorded and stored securely

Suspension of the member of staff is not automatic but the person could be suspended on considering the seriousness of the allegation, risk of harm to children and the possibility of tampering with evidence as well as the interests of the member of staff concerned.

Where a member of staff leaves our employment during an investigation the investigation will continue and the setting will in accordance with current legislation make a referral to the Disclosure and Barring Service (DBS)

Safeguarding Children's Board Customer Services Centre (Tel. 01522 782111 or Out of Hours 01522 782333).

### **Supporting families:**

The Data Protection Act 1998 and the Human Rights Act 1998 have extended the rights of individuals and families to confidentiality and professionals as a general rule should seek the agreement and consent of the parents/carers before making a referral to the local authority

Where our designated lead is in doubt as to whether consent is necessary, the facts of the case will be discussed with the CSC.

- We acknowledge that parents will be the first point of contact and they will be informed of any suspicions unless this is deemed likely to put a child at risk.
- We will follow the guidelines laid down by the area Safeguarding Children's Board.
- The setting, through the Safeguarding Children policy will inform parents of their role and responsibility regarding safeguarding children.

- The setting will continue to welcome children and work with parents throughout any investigation.