



CHILD PROTECTION POLICY

Introduction:

Everyone who works, visits and plays at Teifi Tots is entitled to do so in an enjoyable and safe environment. Teifi Tots have a moral and legal obligation to ensure that all young children in our care are provided with the highest possible standard of care.

Teifi Tots is committed to devising and implementing policies so that everyone in the establishment accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

Policy Statement:

Teifi Tots is committed to the following:

- The welfare of the child is paramount
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in a fun and safe environment
- Taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- All employees who work within Teifi Tots will be recruited with regard to their suitability and qualifications. They will be provided with guidance and/or training in good practice and child protection procedures
- Working in partnership with parents and children is essential for the protection of children

Promoting Good Practice:

All personnel should adhere to the following principles and action:

- Make all experiences fun and enjoyable: promote fairness, confront and deal with bullying
- Treat all young people equally and with respect and dignity
- Always put the welfare of the young person first.
- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing.
- Involve parents/cares wherever possible.
- Request written parental consent if club officials are required to transport young people in their cars
- Be an excellent role model, this includes not smoking or drinking alcohol in the company of young people
- Always give enthusiastic and constructive feedback rather than negative criticism
- Secure written parental consent for the nursery to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises
- Keep a written record of any injury that occurs, along with details of any treatment given

Defining Child Abuse:

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: **physical abuse**, **sexual abuse**, **emotional abuse and neglect**. The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

Types of Abuse:

- **Physical Abuse:** where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.
- **Emotional Abuse:** the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.
- **Bullying:** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.
- **Neglect:** occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.
- **Sexual Abuse:** occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

Indicators of Abuse:

Even for those experienced in working with child abuse it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- The young person describes what appears to be an abusive act involving them
- Another young person or adult expresses concern about the welfare of a young person
- Unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour

- Distrust of adult's, particularly those whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with others
- Displaying variations in eating patterns including over eating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt

Receiving Evidence of Possible Abuse:

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- **stay calm** so as not to frighten the young person
- **reassure** the child that they are not to blame and that it was right to tell
- **listen** to the child, showing that you are taking them seriously
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
- **inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **record** all information
- **report** the incident to the Manager and CSSIW

Use of Photographic/Filming Equipment:

All parents will be asked to complete a declaration form regarding taking photos.

Recording Information:

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- the child's name, age and date of birth
- the child's home address and telephone number

- whether or not the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information
- a description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes
- details of witnesses to the incidents
- the child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- have the parents been contacted? If so what has been said?
- has anyone else been consulted? If so record details
- has anyone been alleged to be the abuser? Record detail

Reporting the Concern:

Teifi Tots expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

- **Criminal** in which case the police are immediately involved
- **Child protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary or misconduct** in which case Teifi Tots will be involved

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern

Any suspicion that a child has been abused by an employee should be reported to the Nursery Manager or CSIW who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk.

Confidentiality:

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- CSIW (Care Standards Inspectorate of Wales)
- The parents of the child
- The person making the allegation
- Social Services/police
- The Nursery Manager
- The alleged abuser (and parents if the alleged abuser is a child)

Seek social services advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people in line with data protection laws.

Recruiting and Selecting Personnel with Children

Controlling Access to Children:

- All staff should complete an application form. The application form will elicit information about the applicant's past and a self-disclosure about any criminal record.
- Consent should be obtained from the applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo)

Interview and Induction:

All employees will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures
- Their qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness

Training:

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children

Teifi Tots Nursery requires:

- All staff who have access to children to undergo a CRB check
- All employees to undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- All staff to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person
- All staff should have an up to date first aid qualification.

The Local authority (Social services duty social worker) is the prime authority for dealing with child protection investigations, although concerns may be reported to a police officer or an officer of the National Society for the prevention of Cruelty to Children (NSPCC).

There are two types of disclosures

1. A disclosure about a child
2. A disclosure about a professional abuse

Procedure to be taken in the event of a disclosure about a child:

In the event of a member of staff having a concern / suspicion that a child has suffered abuse / neglect or if someone tells them that they or another child is being abused / suffering neglect:

The member of staff must act without delay and:

- Listens, showing that they have heard what they are being told and that they take the allegations seriously
- Does not prompt or ask leading questions
- Does not ask the child to tell the story more than once
- Explain what actions they must take (using agreed procedures)
- Does not promise to keep what has been told a secret or confidential, but explains that they will share information only on a need to know basis.

Teifi Tots Nursery takes seriously its responsibility to disclose information to the relevant people / organisations and reporting concerns is not seen as a betrayal of trust to the person / child making the disclosure.

The member of staff:

- Writes down, using the exact words, what they had been told. This is done immediately.
- Makes a note of the date, time, place and people present in the discussion.
- Does not confront the alleged abuser
- Reports the concerns to the registered / responsible person as soon as possible, but without delay.

The Registered person or responsible individual designated child protection officer:

- Reports the concerns immediately to the intake and assessment team duty officer of the local social services

- Informs CSSIW that a referral has been made and that procedures are being followed.

Procedure to be taken in the event of a disclosure about professional abuse:

If the behaviour of a colleague, adult (including volunteers and members of the public) towards children or young people causes concern:

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to child protection concerns. While the former may be handled through disciplinary procedures or other avenues, child protection concerns should always be dealt with through local child protection procedures.

- The procedure above - 'Procedure to be taken in the event of a disclosure about a child' is implemented (adapted to who is making the disclosure)
- The registered / responsible person considers the options for removal / suspension without prejudice from duty of the member of staff / volunteer pending decisions made at the strategy discussion
- The member of staff / volunteer is informed and written records of discussions and decisions are made in line with the staff disciplinary policy and procedure
- The registered person informs CSSIW of any allegations of serious harm to a child committed by any person looking after children in Teifi Tots Nursery
- As a member of Wales PPA, Teifi Tots Nursery informs the chief executive officer at Wales PPA's head office
- Failure by a member of staff to report suspected abuse will result in disciplinary action being taken.

Making the referral

1. The referral is made to social services as soon as a problem / suspicion or concern about a child becomes apparent, and at least within 24 hrs.
2. Outside office hours, referrals are made to the social services emergency duty team or the police.
3. The duty social worker taking the referral is given as much of the following information as possible by Teifi Tots referrer.
 - The nature of the concern
 - How and why those concerns have arisen
 - The full name, address and date of birth of the child
 - The names, addresses and dates of birth / ages of family members, along with any other names which they use or are known by

- The names and relationship of all those with parental responsibility
- Information on any other adults living in the household
- Information relating to other professionals involved with the family, including the name of the child's school and GP
- Any information on the child's development needs and their parents / carers ability to respond to these needs within the context of the wider family environment.
- Any information affecting the safety of the staff.

The registered person has the responsibility to ensure that child protection concerns are taken seriously and followed through, remaining accountable for their role throughout the child protection process.

If they remain concerned about a child they will make representations to the intake and assessment team duty officer of social services.

Record Keeping

1. Teifi Tots Nursery keeps accurate, concise and clear records in straightforward language to underpin good child protection practice.
2. Teifi Tots's arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 1998)
3. Records kept by Teifi Tots are shared on a need to know basis with social services departments.
4. Teifi Tots child protection records
 - Use clear, straightforward language
 - Are signed dated and timed
 - Are concise, legible and comply with professional standards and requirements
 - Are accurate in fact and distinguish between fact, opinion, judgment and hypothesis
 - Are organised and include detailed recording and chronologies and summaries, including all contacts
 - Are comprehensive
 - Clearly record judgments made and actions and decisions taken
 - Clarify where decisions have been taken jointly across agencies, or endorsed by a manager.
 - Record both formal and informal supervision discussions
 - Record directions given and agreements or disagreements made in consultation with supervisors or managers

Teifi Tots's representative / child protection officer attends any multi-agency discussion and provides reports as necessary and appropriate.

The strategy discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice.

Decisions are recorded in writing.

The following contact details are kept by the office telephone and are checked and updated as needed by Claire Thomas - Nursery Manager and proprietor.

Social Services Intake and Assessment Team:
Carmarthen / Dinefwr - (01558) 825485

Teifi Tots Limited: 8567164
(out of hours emergency team) - (01558) 824283

Police - 0845 330 2000

NSPCC - 0800 800 500

CSSIW - 0300 7900126

Carmarthenshire Local Safeguarding children's Board - (01267) 246 544