

## Safeguarding Children Policy

### **Aim**

To safeguarding children by:

- Protecting them from harm.
- Supporting their health and development.
- Making sure they grow up in a safe environment inline with guidance with the Surrey Safeguarding Children's Board.

### **Methods**

Loseley Fields Children's Centre has a duty to protect the children in its care and must inform the relevant agencies if they suspect child abuse or neglect.

The rights and needs of the child will be considered of paramount importance by all staff in their day to day work and appropriate training will be made available to ensure that this translates into practice.

The Children Act 1989 has, as one of its key features, a strengthening of the partnership between day care providers and parents or carers and Loseley Fields Children's Centre has a commitment to make this work in practice. Parents and carers will be regarded as partners in decisions regarding the care of their child and will be fully consulted to ensure this works.

To comply with the Children Act 1989, and further to the general principle of working together with parents and carers, Loseley Fields Children's Centre will work towards the principle of open access to information about the child. All children's details and relevant information about any safeguarding children concerns and cases will be stored in a locked filing cabinet in the office area. This information will only be shared with parents/carers and the relevant professions. All staff, students and volunteers are aware of the confidentiality policy and have read and understood it.

All staff will be made aware of their duty in regard to protection of the child during their induction. They will be provided with Surrey safeguarding child training within their first six months of their employment with Loseley Fields Children's Centre and this will be up dated every three years. Staff, students and volunteers will be given the policy when starting at the centre.

Our procedure is to follow the guidelines in the 'What to do if you're worried a child is being abused' booklet created by the DfES. Please see flow chart.

### **Allegations or abuse or neglect against staff, students and volunteers**

- When a member of staff is suspicious of or has received an allegation in relation to a colleague, s/he must report this to Childcare Manager or Centre Manager immediately.
- If the Childcare Manager or Centre Manager is implicated in the allegation, the concern must be reported to Chris Nourse (Head Teacher of Loseley Fields Primary School) immediately.
- This will be recorded and in the safeguarding children form with the date, time, and includes a clear name or signature must be made.
- The manager taking responsibility of the allegation will conduct a full investigation and it maybe necessary for the person who is being investigated to be suspended on full pay for the duration of the investigation.
- Within 24 hours of the allegation being made Ofsted and Surrey Safeguarding children Board will be informed and may carry out their own investigations.
- Any member of staff who believes that allegations or suspicions, which have been reported to the Childcare manager or Centre manager, are not being investigated properly has the responsibility to report it to Chris Nourse (Head teacher of Loseley Fields Primary School)

## **Procedure to follow if you have concerns about a child's welfare**

### **Everyone should.....**

- Discuss your concerns with you're the childcare manager Catherine Hawksworth or Child Protection Officer Catherine Hawksworth and Helen Irving. If you still have concerns, you or your manager could also, without necessarily identifying the child in question, discuss your concerns with Early Years and Childcare Service or other relevant Childcare professionals, in order to develop an understanding of the child's needs and circumstances.
- If, after this discussion, you still have concerns, and consider the child and their parents would benefit from further services, consider which agency i.e. play and learn sessions and family group sessions. If you consider the child is or may be a child in need, you should refer the child and family to the children's social care. This may include a child whom you believe is, or may be at risk of, suffering significant harm. If your concerns are about a child who is already known to children's social care, the allocated social worker should be informed of your concerns. In addition to children's social care, the police and the NSPCC have powers to intervene in these circumstances.
- In general, seek to discuss your concerns with the child, as appropriate to their age and understanding, and with their parents and seek their agreement to making a referral to children's social care unless you consider such a discussion would place the child at an increased risk of significant harm.
- When you make your referral, agree with the recipient of the referral what the child and parents will be told, by whom and when.
- If you make a referral by telephone, confirm it in writing within 48 hours. Children's social care should acknowledge your written referral within one working day of receiving it, so if you have not heard back within 3 working days, contact children's social care again.

### **Contact centre for seeking advice or making a referral**

**08456 009 009 and ask for the duty assessment team, this is an 8am – 6pm Monday to Friday number.**

**If you need to call after 6pm the emergency duty team can be contacted on 01483 517 898.**

## **Definitions of Abuse**

## Abuse and Neglect

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 a stranger.

### Physical Abuse

Physical Abuse may involve hitting, shaking, throwing, burning or scalding, poisoning, drowning, suffocating, or otherwise causing physical harm to the child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fictitious illness by proxy or Munchausen's syndrome by proxy.

### Emotional Abuse

Emotional Abuse is the persistent emotional ill-treatment 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 met the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing the child to feel frightened or in danger, or exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

### Sexual Abuse

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 (rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### Neglect

Neglect is the persistent failure to meet a child's basic physical needs or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to protect a child from physical harm or danger, 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.

## **How to respond when a child confides in you**

- Reassure the child
- Keep calm
- Listen carefully to what the child is saying
- Do not ask the child too many questions
- Do not promise that you can keep this a secret
- Say to the child that you need to talk to other people so that they can help
- Reassure the child that they are not to blame
- Explain to the child what you are going to do next
- Report what has been said to a supervisor
- Make a written record of what you asked and what was said by the child
- Include observations of behaviour
- Keep any records factual, avoid “I think”
- Try not to let your own emotions take over
- Always explain what you will do next and keep the child informed of what is happening

#### Useful resources and websites

<http://www.everychildmatters.gov.uk/resources-and-practice/IG00182/>

<http://www1.surreycc.gov.uk/cafis/manual/index.html>

<http://www.everychildmatters.gov.uk/workingtogether/>

<http://www.ecm.gov.uk/deliveringservices/informationsharing>

This policy was adopted by ..... for Loseley Fields Children Centre.

**Name:** .....

**Position:** .....

**Signature:** .....

**Date:** ..... **Review Date:** .....