



46) Child Protection Policy

The Kingdom Pre-School Child Protection Policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, The Early Years Foundation Stage 2014 Welfare Requirements, Sections 175 and 176 Education Act 2002 and related guidance including the Framework for the assessment of Children in need and their families (1999), Working Together to Safeguard Children (2015) and What to do if you're worried a child is being abused (2015), Counter-Terrorism and Security Act 2015

All staff at Kingdom Pre-School take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care.

The designated person at Kingdom Pre-School for Child Protection, who has overall responsibility for child protection practices in the setting is **the Manager**.

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.
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(Definition taken from the HM Government document 'Working together to safeguard children 2015).

As part of our ethos of Kingdom Pre-School, we are committed to:

- Maintaining children's welfare as our main and paramount concern.
- Providing an environment in which children feel safe and secure, valued and respected, confident to talk openly and sure of being listened to.
- Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties.
- Promote tolerance and acceptance of different beliefs, cultures and communities

- Help children to understand how they can influence and participate in decision making and how to promote British Values through play, discussion and role modelling.
- Using learning at the setting to provide opportunities for increasing self-awareness, self-esteem, assertiveness and decision making so that young children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.
- Working with parents to build an understanding of Kingdom Pre School's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations.
- Ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of Kingdom Pre-School's procedures and lines of communication.
- Monitoring children who have been identified as 'in need' including the need for protection, keeping confidential records which are stored securely and shared appropriately with other professionals.
- Developing effective and supportive liaison with other agencies.

This policy is in line with The Kent and Medway Safeguarding Procedures and the KCSB and Eligibility and Threshold criteria.

Kingdom Pre-School's staff's role and responsibility in Child Protection.

Everyone involved in the care and welfare of young children has an important role to play in their protection.

- As a valued member of Kingdom Pre-School, **you** are in a unique and important position to observe any changes in a child's behaviour or appearance.

If you have any reason to suspect that a child in your care is being abused, or is likely to be abused, you have a **duty of care** to take action on behalf of the child by following our Child Protection Policy.

Kingdom Pre-School's Designated Person for Child Protection is responsible for:

- Co-ordinating child protection action within the setting.
- Liaising with other agencies.



- Ensuring the locally established procedures are followed including reporting and referral process.
- Acting as a consultant for other settings to voice and discuss their concerns.
- Making referrals as necessary.
- Maintaining a confidential recording system.
- Representing or ensuring the setting is represented at inter agency meetings, in particular Strategy Discussions and Child Protection Conferences.
- Managing and monitoring the settings part in child care and child protection plans.
- Ensure staff are trained to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour.
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need.
- Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures.
- Make any referrals relating to extremism to the police (or the government helpline) in a timely way, sharing relevant information as appropriate.
- Ensuring all staff have received appropriate and up to date child protection training and are kept informed of changes to local/national procedures.
- Liaising with other professionals.

In the event the designated person is unavailable, staff should talk to Kingdom Pre-Schools Deputy Manager without delay.

What is Child Abuse?



The children's Act 1989 refers to significant harm rather than abuse. However, abuse is any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child. A child may be abused by parents, other relatives or carers, professionals and other children, and can occur in any family, in any area of society, regardless of social class or geographical location.

Abuse falls into four main categories. The following definitions are from Working together to Safeguard Children 2015

- **Physical Abuse**

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.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

- **Emotional Abuse**

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 include not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say and how they

communicate. It may feature age or developmentally inappropriate expectations including interactions that are beyond the child's developmental capability, as



well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve serious bullying (including cyberbullying), causing children to frequently feel frightened or in danger, or in 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.

- **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not a child is aware of what is happening. These activities may include physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Female Genital Mutilation

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. For those nurseries caring for older children in their out of school facility this may be an area of abuse you could come across. Symptoms may include bleeding, painful areas, and acute urinary retention, urinary infection, wound infection, septicaemia, and incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse.

Sexual Exploitation

Sexual exploitation of children and young people under 18 involves



exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.¹

exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs,

- **Neglect**

Neglect is the persistent failure to meet a child's basic physical and /or psychological needs, likely to result in the serious impairment of a child's health or development. Neglect may also 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, clothing and 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 care givers)

¹ *The National Working Group for Sexually Exploited Children and Young People 2012. This definition of child sexual exploitation is now used by government and other organisation.*

- Ensure access to appropriate medical care or treatment.

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



The leaflet "Child Protection Guidelines for Early Years" which describes signs and symptoms of abuse should be distributed to all staff and displayed on Staff notice board and also given to all staff members.

What may give Cause for Concern?

Bruising on parts of the body that which do not usually get bruised accidentally, e.g. around the eyes, behind the ears, back of the legs, stomach, chest, cheek and mouth (especially in a young baby).

- Any bruising to a very young, immobile baby.
 - Burns or scalds.
 - Bite marks.
 - Any injuries or swellings which do not have a plausible explanation.
 - Bruising or soreness to genital area.
 - Faltering growth, weight loss and slow development.
 - Unusual lethargy.
 - Any sudden uncharacteristic change in behaviour, e.g. a child becomes very aggressive or withdrawn.
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- Child whose play and knowledge indicates a sexual knowledge beyond his/her years.
 - A child who flinches away from sudden movement.
 - A child who gives over rehearsed answers to explain how his/ her injuries were caused.
 - An accumulation of a number of minor injuries and or concerns.
 - A child who discloses something which may indicate he/she is being abused.

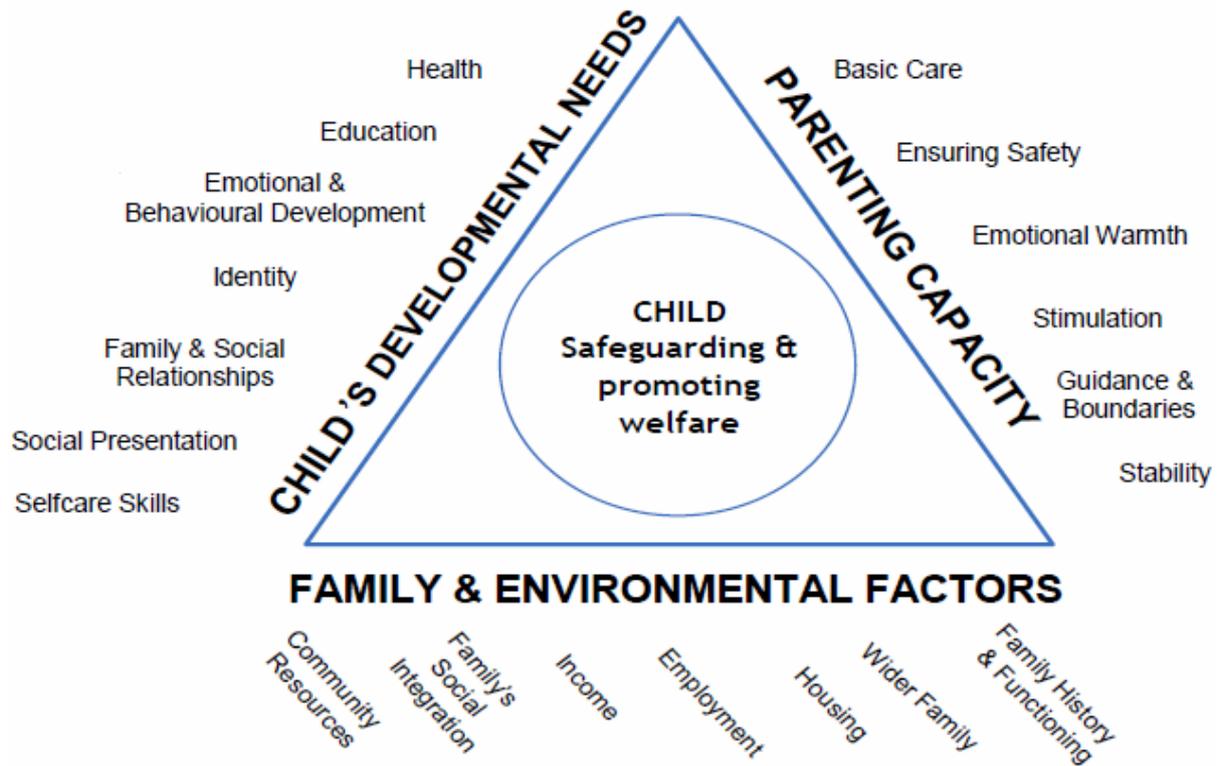
Understanding the Child's World

As a Kingdom Pre-School member of staff, you are familiar with the many factors, which can affect how children learn, how they react and how they develop. When



you are concerned about any child it is helpful to be familiar with government guidance to help agencies work together in taking a common approach to assessment and service planning: the Framework for the Assessment of Children in Need and their families (1999). A child's developmental needs are affected in different ways by the parenting capacity of carers and by the family and the environmental situation of the child.

Assessment Framework



How to share your concerns

Keep a factual note of any concerns, i.e. what you have observed and heard. Discuss your concerns with The Manager or Penny Seward. If there are serious concerns and the above named staff are not available but immediate advice is needed then contact

County Duty Team at the Central Referral Unit 03005647

Name of Children's officer (Safeguarding)

Sign and date your records for future reference.

If appropriate share any initial concerns with the child's parents, as there may be a perfectly innocent explanation for changes you have observed, for example:

- A sudden change in behaviour could be due to the death or illness of a close family member or pet.
- Weight loss and/or failing to thrive could be symptom of an illness.
- A sibling or another child could have inflicted an injury accidentally.

However, if:

- You suspect sexual abuse,
Or
- You do not get an explanation which you feel is consistent or acceptable from the parent/carer,
Or
- You feel that discussing the issue with parents may put the child at risk of further significant harm.
Or
- You think a criminal offence has been committed.

Then you MUST discuss your concerns with Jackie Feasey without delay.

Concerns or uncertainties



There may be occasions when you have concerns about a child which do not appear to justify a referral of suspected child abuse, but none the less have you feeling uncomfortable. In these circumstances, following consultation with The Manager you must telephone:

Children's Social Services 0300 333 5647 for advice and ask for a consultation with the **Duty Social Worker** on a child protection issue, to talk through your concerns. You do not need to give the child's name at this point, although it may be useful to ascertain if there is a previous social services history. The social

worker with advise you whether or not your concerns do justify making a child protection referral.

The social worker may consider the child to be a 'child in need' rather than a 'child at risk of significant harm'. In this case a referral to Children's Social Services should be made but only with the parent's agreement.

Families sometimes have a negative perception of the role of Children's Social Services and are reluctant to contact them, fearing that their child may be taken into care. The reality is that Children's Social Services can offer a lot of help,

both directly and through other agencies, to families who are experiencing difficulties. So your influence and support in the referral process is very important. Children's Social Services will assess the family, probably along with other agencies and will put in a support package if appropriate, of which Kingdom Pre-School may well be part.

If the family concerned is reluctant for Children's Social Services to be contacted, following a discussion with **The Manager**, you could ask the parents' permission to contact another relevant agency on their behalf, such as a Health Visitor. It is important to document that parental consent had been obtained.

Serious Concerns



If you are reasonably confident that the child concerned is likely to be at risk, you must immediately discuss this with **The Manager**. She will then telephone the Central Duty Team immediately and ask to speak to the Duty Social Worker, stating that she has serious concerns about a child in our care. If The Manager is not available then you should speak to Penny Seward. If Penny Seward is not available then you should contact the Central Duty Team.

Telephone Numbers:

Children's Social Services, open 9-5pm Monday to Fridays on 01233 898644 (Ask for duty and assessment team for children and families, stating that you want 'a **consultation with the duty social worker on a child protection issue**').

Out of hours Social Services: 08457 62677

When making a referral, The Manager, will need to provide the following information and have it to hand when telephoning:

- The name, address, date of birth, ethnic origin and gender of the child.
- The names and contact numbers of parents and other carers or close family members if known.
- The name address and telephone number of the child's Doctor and Health Visitor if applicable.
- The incidents which gave rise for concern with dates and times.
- The nature of the injuries observed and/or the reasons for your concern.

Following a telephone referral, it will be expected to follow this up in writing within 24 hours, by completing an inter-agency referral form. These are available from the Kent Safeguarding Board Website (www.kscb.org.uk) or within the Kingdom Pre-School Children's file, which is located in the locked filing cabinet in the office.



Under section 47 of the Children Act 1989, Local Authorities have a statutory duty to make enquiries, where they have 'reasonable cause to suspect that a child is suffering or is likely to suffer significant harm'. The Children's Social Services Department carries this responsibility on behalf of the Local Authority. Once we have made a referral, we have fulfilled our responsibility to the child. It is at this point that Children's Social Services will take over and a decision will be made on what happens next. All referrals are taken seriously and the needs of the child and family will be assessed, so that appropriate enquiries

are followed up and support can be put in place where relevant. Enquiries will be made to other professionals and the child's family. Kingdom Pre-School maybe included in these enquiries and we may be part of any ongoing support for the child. Under section 47(9) all staff at Kingdom Pre-School have a duty to cooperate with these enquiries if required to do so.

What will be the outcome?

Having made a referral about a child, you will probably want to know the outcome of the investigation. You should receive some information, but for reasons of confidentiality, this will be on a need to know basis. The Manager should be invited to participate in any meetings set up for the child.

How to respond to a child who discloses something to you.

If a child tells you something, it is important that you respond appropriately.

- Do listen to the child and avoid interrupting to clarify.
- Allow the child or young person to make the disclosure at their own pace and in their own way.
- Do not interrogate the child. It is alright to ask for clarification, but you should not ask leading questions. Misguided or inappropriate questioning in the first instance can do more harm than good and may contaminate evidence which may be needed in an investigation. The interviewing of the children must be undertaken by trained social workers or Police officers.
- Do not make any promises to the child about not passing on information. The child needs to know that you have to talk to someone who will be able to help them.
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- Record the information as accurately as you can, including the timing, setting and those present as well as what was said. **DO NOT EXAGGERATE OR EMBELLISH WHAT YOU HAVE HEARD IN ANY WAY.**
- Inform the designated person.

Record Keeping

Staff can play a vital role in helping children in need or at risk by effective monitoring and record keeping. Any incident or behavioural change in a child or young person that gives cause for concern should be recorded on an incident sheet, copies of which are kept in the Safeguarding Children's file. It is important that records are kept factual and

reflect the words used by the child or young person. Records must be signed and dated with timings if appropriate.

Information to be recorded:

- Child's name and date of birth.
- Child in normal context.
- The incident with dates and times.
- A verbatim record of what the child or young person has said.
- If recording bruising/injuries indicate position, colour, size, shape and time on body map.
- Action taken.

Please also refer to Kingdom Pre-School's recording guidelines policy.

What to do if you need to take emergency action to protect a child

On very rare occasions, it may be necessary to act quickly, for example to protect a child from a drunken or violent parent. In these circumstances, it would be



appropriate to discuss this with The Manager or the person in charge, immediately, who should telephone the police.

In the unlikely event that a child is brought to Kingdom Pre-School with serious injuries, it would be appropriate to discuss this with The Manager or the person in charge, immediately, who should telephone for an ambulance.

However it is important to remember that these types of scenarios are very unlikely to happen.

Allegations against staff

- We ensure that all parents know how to complain about staff or volunteers within the setting, which may include an allegation of abuse.
- We follow the guidance of Kent Safeguarding Children's board when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- Where the complaint is about the manager, the person responding to the complaint should contact Penny Seward.
- We refer any such complaint immediately to the local authority's LADO for early years to investigate. We would also inform Ofsted.
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- If a member of staff has been accused in a child protection matter then they will not automatically be suspended. However, they will not work alone with any children during the investigation. This is not an indication of any guilt, but a precaution.
- When the investigation is complete and a staff member is not found guilty, notification will be in writing exonerating them and kept on file. They will be fully reinstated.



- However, if the staff member is found guilty of the allegations then they will be dismissed and social services and the police will take over. Ofsted will also be informed within 14 days.

What support is available to you?

Any member of the team affected by issues arising from concerns for children's welfare or safety can seek support from their Designated Person for Child Protection.

The Designated Lead person for Child Protection can put staff and parents in touch with outside agencies for professional support if they so wish.

Monitoring and Review

All setting personnel and visiting staff will have access to a copy of this policy and will have the opportunity to consider and discuss the contents. The policy will also be available to parents.

This policy has been written on October 15th 2015 to reflect the new guidance and legislation issued in relation to safeguarding children and promoting their welfare.

The policy forms part of our setting development plan and will be reviewed annually.

All staff should have a copy of this policy as well as access to this policy and sign to the effect that they have read and understood its contents.

