



## Safeguarding Children

We all have a right to feel safe, a child has the right to expect to feel safe in our environment, trust in its carers and to be fairly treated. Baby Ducks aims to ensure that all children in our care are safe.

This statement lays out the procedure that will be taken if we have reason to believe a child in our care is subject to either neglect or physical, emotional or sexual abuse.

**Zoe Cambell-Smith** is the designated person whose responsibilities are as follows:

- To provide information and advise on child protection
  - To ensure the implementation of the child protection procedures •
- To ensure that appropriate training is provided for all staff.

If the designated person is absent from the setting then **Leanne Downes** is the deputy for this role.

### **The Children Act 1989**

The main piece of law about protecting children is The Children Act 1989. This sets out what different people and organizations need to do to make sure that children are developing and safe.

*The main principles are:*

- The children's welfare is the most important thing
- Working in partnership with the parents
- Deciding if children are in need of support and services or are also in need of protection.
- The importance of working together across different agencies to safeguard and promote children's welfare
- Protecting children is a shared responsibility

The setting has a duty to report any suspicions around abuse to the local authority. The Children Act 1989 (Section 47(1)) places a duty on the local authority to investigate such matters.

There are four main categories of abuse:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

All staff must undergo a DBS check, attend an interview and provide references that will be checked. Persons without a DBS check will not be left alone with a child.

All staff share the responsibility for:

- Recognising, responding and reporting physical, emotional and behavioural signs of a child suffering harm
- Responding appropriately to a child's disclosure of abuse or neglect
- Acting on concerns about the conduct of a colleague/carer
- Acting on a report of suspicion of abuse
- Updating their training regularly to enable them to recognise and respond to suspected abuse
- Maintaining confidentiality
- Support children in ensuring that they feel safe and nurtured within our environment.

### **Recognising Concerns**

All children are individuals, but signs of abuse or neglect, which a member of staff would look for may include:

- Reactions of the child
- The child being sad or miserable
- How they react to parents or carers
- Excessively nervous
- Physical injuries
- The child's behaviour is disturbed or unusual
- Changes in a child behaviour
- Self-Harming
- The way a child behaves with staff and other children
- Things they say or draw which give cause for concern

Staff are asked to make records of any unusual occurrences and of any injuries that a child has when they arrive at the setting. This will also ensure that the child receives any special care for injuries of a serious nature.

These records will be signed by the parent / carer, practitioner and duty manager and kept in the individual child's file.

## **Signs and Symptoms of Female Genital Mutliation**

- Difficulty walking, sitting or standing
- Spending a longer period of time in the bathroom
- Displaying unusual behaviour after being off nursery
- Reluctant to being undressed after having a wet accident
- Long unexplained absences

On receiving a report of suspected harm the manger will:

- Ensure that there is a record of observations/written description of an incident
- Assess whether the report is a child protection concern and what the next stage will be.
- Speak with the parents if appropriate.
- If it is a child protection concern, a referral will be made to the Social Services Duty and Assessment Team (DAT)
- Where there is uncertainty whether it is a child protection concern, advice will be sought from DAT and/or health visitors
- In consultation with the DAT team, decide whether the parents should be informed
- Ensure that all information is properly recorded and that referrals are confirmed in writing

## **Recruitment Process**

The safety and welfare of the children in our care is of paramount importance when recruiting a new member of staff.

All candidates will be asked for a minimum of two references, which will be checked prior to any successful candidate commencing work at the setting.

All candidates must have a valid and up to date DBS check and a new check will be conducted by the company prior to any successful candidate commencing work at the setting. (In the case of the candidate applying for their first job in childcare the company will request a DBS check)

If a candidate is requested to attend a practical assessment as part of the interview process they will be supervised all times whilst with the children.

### **Allegations of abuse made against employees**

Any suspicion of child abuse by an employee should be reported directly to the setting manager (and in their absence the senior designated person). If the allegation is against the playgroup manager (or the senior designated person) this should be reported to Gary Cambell-Smith, 2 Dolphin Road, Shoreham-by-Sea, West Sussex, BN43 6PB.

Depending on the severity of the allegation, the employee will be suspended from duty whilst a thorough investigation is carried out (in line with company disciplinary procedures). Suspension is considered to be a neutral act.

If allegations against an employee are found to be true, then a suitable level of disciplinary warning will be given. If an employee is found to be guilty of sexual or physical abuse it will be automatically regarded as a case of gross misconduct and they will be summarily dismissed. Both the duty Social Worker and Police Child Protection Unit will be informed of this outcome.

Where, following investigation, it is concluded that the allegation is unsubstantiated, the employee will be reinstated and provided with support to re-enter the environment.

#### **Contact Numbers:**

Child Protection Referrals

Front Door for Families

Tel: 01273 290400

Weekends and out of hours : 01273 335905

Email : [FrontDoorforFamilies@brighton-hove.gov.uk](mailto:FrontDoorforFamilies@brighton-hove.gov.uk).

When an allegation is made against a member of **staff** the Local Authority Designated Office (L.A.D.O) should be the first point of contact and then Ofsted.

Tel : 01273 295643