



# Little Cherubs Nursery Child Protection Policy

## **KEY CONTACTS WITHIN THE SETTING**

### **CHILD PROTECTION OFFICER**

NAME: Jessica Miller

DESIGNATION: Manager

CONTACT NUMBER:07854290819

### **DEPUTY CHILD PROTECTION OFFICER**

NAME: Laura Nichol

DESIGNATION: Manager

CONTACT NUMBER:07811753358

### **NAME OF NURSERY MANAGER:**

NAME: Jessica Miller/Laura Nichol

CONTACT NUMBER: 07854290819/07811753358

### **NAME OF RESPONSIBLE INDIVIDUAL**

NAME: Jessica Miller/Laura Nichol

CONTACT NUMBER: 07854290819/07811753358

## **KEY CONTACTS WITHIN THE LOCAL AUTHORITY**

### **REFERRAL TO CHILDREN'S SERVICES AT CARDIFF MULTI AGENCY SAFEGUARDING HUB (MASH)**

Where the Nursery has **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours telephone: **029 2053 6490 (option 3)**

For cases that are open to Children Services and have an allocated social worker telephone **029 20 536400**

To make **URGENT** referrals **OUT OF OFFICE HOURS** telephone **029 20788 570**

**POLICE (CHILD PROTECTION): 101 in an emergency 999**

**CIW Telephone: 0300 7900 126 email: [CIW@gov.wales](mailto:CIW@gov.wales)**

The **EDUCATION SAFEGUARDING TEAM** is able to provide advice and support.

**CONTACT EMAIL: [educationsafeguarding@cardiff.gov.uk](mailto:educationsafeguarding@cardiff.gov.uk)**

**Lynda Gallagher, Designated Officer for Safeguarding (DOS)**

**ProfessionalStrategy.Meetings@cardiff.gov.uk**

**Enquiries/referrals in relation to Safeguarding concerns about practitioners or persons in position of trust should be sent to**

**professionalstrategy.meetings@cardiff.gov.uk meeting – central mail box**

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## Introduction

“We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent, or family member, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people and should act to do so if they have concerns about a child’s welfare”

*Safeguarding Children: Working Together under the Children Act (2004)*

Safeguarding and protecting is everybody’s responsibility

*Welsh Safeguarding Procedures for Children at risk of Abuse and Neglect*

- We acknowledge the importance of our role in the wellbeing and safety of children, and this ethos is promoted throughout the nursery.
- We are committed to ensure the safety and protection of all children and will take action to safeguard their wellbeing.
- We will work with multi-disciplinary partners within the statutory framework established by:
  - Wales Safeguarding Procedures- guidance accessed on [www.safeguarding.wales](http://www.safeguarding.wales)
  - Safeguarding Children: Working Together Under the Children Act 2004 Section 28
  - Children and families (Wales) measure 2010
  - Social Services and Well-being (Wales) Act 2014
  - Cardiff and Vale Regional Safeguarding Board
  - National Minimum Standards for Regulated Childcare for children up to the age of 12 years

The child protection policy applies to all staff, including supply staff and volunteer’s parents or adults who hold legal Parental Responsibility, administrative staff etc. All staff can be the first point of disclosure for a child.

## Aim

The nursery aims to provide an environment in which children feel safe, secure, valued and respected, and feel confident: That children know how to approach adults if they are in difficulties knowing they will be listened to.

There are 4 main elements to our policy in implementing the above aim:

1. **Prevention** through the teaching and care offered to children and the creation and maintenance of a whole nursery or childcare setting safe environment where children know who to approach with any concerns about their welfare.
2. **Procedures** for identifying and reporting concerns about the welfare of a child.
3. **Support to Children** who have/ may have been abused
4. **Preventing Unsuitable People Working with Children** through robust vetting and recruitment processes.

## **Prevention**

The nursery/childcare setting recognises that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children.

The nursery/childcare setting will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the nursery whom they can approach if they have concerns about their wellbeing, are worried or in difficulty
- Provide an enabling environment to support each child's individual learning and development
- Establish effective working relationships with parents and colleagues from partner agencies.
- Ensure adults are not left alone for long periods with one child. Children will be supervised at all times.
- There is CCTV present in the nursery
- All staff will have a DBS before commencing employment and every 3 years (or as directed by CIW) whilst in employment at Little Cherubs
- An intimate care policy is followed for toileting
- Children will be assisted by staff to extend their personal, social and communication skills so that they are more able to challenge inappropriate behaviour
- Children will only be collected from the nursery by an authorised adult whose details are held by the nursery
- There are no circumstances in which children will be punished by smacking, slapping or shaking. Neither will humiliating and/or frightening methods of discipline be used.
- With regards to suitability in accordance with age we will not let a child go home with a minor under the age of 16 years old

## **Procedures**

This policy has been reviewed in line with the Wales Safeguarding Procedures. All staff are encouraged to download the All Wales Safeguarding App

Child Protection is everybody's business; however, staff within the will have specific responsibilities' which are outlined below.

- It is the role of Child Protection Officer to ensure that all of the child protection procedures are followed within the nursery, and to make appropriate and timely referrals in accordance with Child Protection and nursery procedures
- If for any reason Child Protection officer is unavailable, a Deputy is identified who will act in their absence. Alternative arrangements for appropriate cover will also be made if the Child Protection Officer and Deputy are unavailable
- It is the role of the Child Protection Officer is to ensure all staff employed including temporary staff, agency staff and volunteers within the nursery are aware of the internal procedures, for advice, support and guidance
- The Nursery/Childcare Setting Child Protection Officer is responsible for ensuring that the nursery follows safe recruitment and best practice
- The role of the Child Protection Officer is to ensure that the nursery has an effective Child Protection policy and to support the nursery to develop and implement the policy: the Responsible Individual has a key role as critical friend in understanding and challenging the safeguarding arrangements within the nursery
- The Child Protection Officer should review and update the policy and procedures annually
- The Child Protection Officer should ensure that Child Protection training is undertaken by all staff and volunteers annually.
- The Nursery Manager/Responsible Individual will ensure that parents are aware of the child protection policy and understand the nursery's duty to report Child Protection concerns to Children's Social Services.
- The Child Protection Officer will ensure that all staff are aware of the Whistleblowing Policy.
- Where children leave the nursery Child protection files are retained securely in line with the Wales Safeguarding Procedures and GDPR

## **Training**

Our aim is to ensure that all staff are fully trained in recognition of symptoms of possible physical, emotional or sexual abuse or neglect and how to respond appropriately. This includes considering changes in a child's behaviour or appearance and discussing concerns with the manager and child protection co-ordinator at the nursery. Parents would normally be the first point of reference for manager, but suspicions will be reported to social services if appropriate. Parents/carers are requested to report injuries, which occur outside of nursery. All injuries outside of nursery and any observations or suspicions will be recorded. Any suspicions or investigations are strictly confidential and are only shared with those who need to know, this does not automatically mean all staff. If ever worrying changes are observed in a child a specific and entirely separate and confidential record of those concerns will be made detailing dates, times, observations, what is said by the child and adult. Any such record will be objective and without interpretation and will only be accessible to the manager

and the particular member of staff involved. If a report on a child is to be made to the authorities, then the child's parents will be informed in writing at the time.

All staff, including nursery officers, volunteers and any other staff member who come into contact with children must complete Child Protection Training, on an annual basis.

Child Protection training enables staff to;

- Understand the Safeguarding Agenda for the nursery and where Child Protection fits in it
- Understand key roles and responsibilities including who to report concerns to and where safeguarding concerns are recorded
- Recognise signs and symptoms of abuse
- Know how to respond to a disclosure of abuse and how to make a referral
- Raise concerns about practitioners and persons in a position of trust in line with the Whistleblowing Policy.

The nursery/childcare setting operates a robust induction process for all new staff, supply and temporary staff and volunteers to ensure they understand their responsibilities for child protection including their duty to report. These individuals are provided with an Induction booklet, handbook and a copy of the child protection policy. A full induction for the member of staff will be given during the 13 week probationary period.

The Child Protection Officer and Deputy Child Protection Officer will complete advanced Child Protection Training every three years.

In addition the Child Protection Officer will ensure that specialist training is undertaken by all staff as required. *e.g. Allergy awareness, Food Hygiene and HACCP etc.* A record of all staff training will be held by the nursery.

### **Recognising Child Abuse**

Staff are particularly well placed to detect signs of child abuse and neglect. It is important, therefore, that any case of suspected abuse or neglect is taken seriously and that there is a clear system of communication within the Nursery and with relevant partner agencies.

The Wales Safeguarding Procedures identify five categories of abuse:

- Physical Abuse
- Emotional/Psychological Abuse
- Sexual Abuse

- Financial Abuse
- Neglect

### Definitions, signs and indicators of Child Abuse and Neglect

The Children Act 1989 and 2004 and Social Services and Well-being (Wales) Act 2014 defines abuse as follows;

*'A child is abused or neglected when somebody inflicts harm, or fails 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. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency child protection plan'*

### **Physical Abuse**

Physical abuse means deliberately hurting a child or young person. It includes:

- physical restraint; such as being tied to a bed, locked in a room
- inflicting burns
- cutting
- slapping
- punching
- kicking
- biting
- choking
- stabbing or shooting.
- withholding food or medical attention
- drugging
- denying sleep
- inflicting pain
- shaking or hitting babies
- fabricating or inducing illness (FII) (RCPCH, 2009). Occurs when a carer actively promotes the sick role of a child by exaggeration, non-treatment of real problems, fabrication (lying) or falsification of signs, and/or induction of illness.
- Hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions

### **Emotional/Psychological Abuse**

Threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others

- Physical, mental and emotional development lags
- Low self esteem
- Sudden speech disorders
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc')
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain ('I deserve this')
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression

**A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone**

### **Sexual Abuse**

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, including: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Medical problems such as chronic itching, pain in the genitals, venereal diseases
- Other extreme reactions, such as depression, self-mutilation, self-harm attempts, running away, eating disorders
- Personality changes such as becoming insecure or clinging
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder
- Starting to wet again, day or night/nightmares
- Become worried about clothing being removed
- Suddenly drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; overreacting to criticism
- [Link to Brooks Traffic Light tool in Appendix - useful links](#)

### **Financial Abuse**

This category will be less prevalent for a child but indicators could be:

- not meeting their needs for care and support which are provided through direct payments; or
- complaints that personal property is missing

## **Neglect**

Failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development.

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Untreated medical problems
- No social relationships/poor peer relationships
- Compulsive scavenging
- Destructive tendencies

## **Taking action and Making a Referral**

Abuse or the suspicion of abuse may come to your attention as a result of:

- A disclosure (written or verbal)
- Observation of bruises/burns etc. for which the explanation given is not plausible
- Another child/parent may give you information
- You may observe changes in behaviour that worry you
- You may instinctively feel something is wrong
- There are neglect issues, as outlined in the section above

Where a member of staff has concerns about the wellbeing of a child they must **immediately** report their concerns to the Child Protection Officer, who will appropriately consider the concern and what actions, if any, should be taken.

- The Child Protection Officer will report concerns to Cardiff Multi Agency Safeguarding Hub (MASH) making clear it relates to a child protection matter to ensure the call is prioritised. Following advice from MASH Telephone calls should be followed by a written referral using Multi Agency Referral Form (MARF) CP1(MA) and CS1 to Cardiff MASH within 24 hours from the initial telephone call. A copy should be kept for your records. **There must not be any delay in making the referral.** Professionals cannot remain anonymous when making a referral. Where the Child Protection Officer is advised a referral is not required but in their professional judgement it is required a referral should be submitted.
- When making a child protection referral parental consent should be sought, unless to do so poses a risk of immediate & significant harm to the child. It will be for Children's Services at MASH to determine whether the threshold for invoking Child Protection procedures is met. You should always seek guidance from Children Services at MASH prior to submitting a referral. Record all actions taken in accordance with your Nursery Manager/DNM responsibilities and duty to report.
- If referrals are being made to consider care and support needs for a child (wellbeing assessment), consent from Parent(s) or persons with PR (Parental Responsibility) is required.

- If a member of staff is informed that a child has disclosed that he/she has been abused, the member of staff **MUST IMMEDIATELY** refer the matter Child Protection Officer or Deputy Child Protection Officer, or in the absence of both Cardiff MASH.
- The Child Protection Officer should be immediately notified of all referrals made by staff to the Cardiff MASH during his/her absence.
- If there are concerns of a Child Protection nature and the child is **about to be collected** the Child Protection Officer **must** be informed. The Child Protection Officer in consultation with the Cardiff MASH, will decide on the next step to be taken.
- The Nursery/Childcare Setting should receive a response to their referral in writing within 7 working days. If not received after 7 days, The Child Protection Officer should contact Cardiff MASH for an update.
- It is important that staff follow up with the Child Protection Officer what action, if any, has been taken following a disclosure or concern. Staff will be informed of relevant information in respect of individual cases regarding child protection on a “need to know basis” only. Any information shared with a member of staff is confidential and must not be shared.
- If the member of staff reporting the concern disagrees with the Child Protection Officer’s decision that a referral is not necessary, or feels that their concerns are not being taken seriously, they must make the referral directly to the Cardiff MASH and inform the Child Protection Officer of this. Advice and support can be sought from the Education Safeguarding Team as required.
- [Link to MARF in Appendix – Useful links](#)
- [Link to how to complete a MARF in Appendix – Useful Links](#)

The nursery/childcare setting recognises it has a duty to report child protection concerns and not to investigate

**If a child in nursery has an injury and there is reason to believe that it has been caused by abuse or neglect, the following action should be taken.**

- If the injury is serious and warrants urgent medical attention, the child should be taken to the Accident & Emergency Department. In an emergency the 999 service should be used.
- Cardiff MASH must be informed of this course of action **IMMEDIATELY** as they may wish to make arrangements for the child to be examined by a Paediatrician on arrival at Hospital. It should be made clear that it is a case of suspected child abuse or neglect.
- In cases where there is reasonable cause to believe that the injury or abuse is caused by the parent or carer, all staff must remember that the interests of the child are paramount and should, therefore, discuss their concerns with the Cardiff MASH team or Police who will make the decision as to when the parents/carers will be notified.

## Dealing with Disclosures

### What to do if a child tells you that they are being harmed

- Take time to listen to the child, this will show you are taking their concerns or allegations seriously.
- Never make a promise that you will keep what is said confidential or secret –reassure them and explain your duty to report such concerns and what will happen next
- Do not ask leading questions, speculate or proffer an alternative explanation Just ask “what do you want to tell me?” or “is there anything else you want to say”. Best practice would be to use the TED method (tell, explain, describe). Do not interrupt when the child is recalling events and do not make the child repeat themselves.
- As soon as possible after the disclosure record in writing what was said. Be as accurate as possible, using the child’s own words and language e.g. Welsh, Czech, Urdu etc. Include in your record the time and date of the disclosure, and whether anyone else was present. Make a note of the child’s demeanour (be specific about how the child is behaving/reacting e.g. crying as opposed to just saying upset). Make a note of any action taken following the disclosure. ( use the Record of Concern at appendix D)
- The Child Protection Officer will store the Record of Concern safely and confidentially.
- Immediately inform the Child Protection Officer and do not tell other staff/people what you have been told.
- The Child Protection Officer must refer the matter to the Cardiff MASH as soon as possible following the incident being brought to their attention. All staff to share concerns with Child Protection Officer with matter of urgency. Time is of the essence, do not delay.
- Referrals should be strength based following the Signs of Safety (SoS) approach as outlined on the Multi Agency Referral Form (MARF) Link to MARF in appendix, useful links
- All Staff should keep in mind their role is to assist the Police and Children’s Services and NOT to undertake their own investigations. Do not confront the alleged abuser/s.
- If the Child Protection Officer is unable to get in contact with MASH through the landline they **must** email CSMash@cardiff.gov.uk
- Do not worry that you might be mistaken; you have a duty to report your concerns following disclosure of abuse or neglect. Never think abuse is impossible in your organisation or group, or that an accusation against someone you know well and trust is bound to be wrong.

It is important that you

<u>DO</u>	<u>DO NOT</u>
<ul style="list-style-type: none"><li>• <b>Keep an open mind</b></li><li>• <b>Reassure the child that they have a right to tell</b></li><li>• <b>Listen carefully</b></li><li>• <b>Work at the child's pace</b></li><li>• <b>Ask only open questions – if you must ask them, clarify the facts, don't interrogate</b></li><li>• <b>Explain what you need to do next</b></li><li>• <b>Record accurately and quickly using the child's words</b></li><li>• <b>Pass on to Nursery Manager/DNM immediately</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Promise to keep secret what they are telling you</b></li><li>• <b>Interrupt</b></li><li>• <b>Interrogate/investigate</b></li><li>• <b>Assume e.g. this child tells lies</b></li><li>• <b>Make suggestions about what is being said</b></li><li>• <b>Speculate or accuse anyone</b></li><li>• <b>Show anger, shock etc....</b></li><li>• <b>Tell the child to go and speak to someone else</b></li><li>• <b>Forget to record accurately and/or pass on to Nursery Manager/DNM</b></li><li>• <b>Confront alleged abuser</b></li></ul>

### Attendance at Child Protection Conferences & Core Groups

The Child Protection Officer may be invited to participate in Child Protection Conferences and Core Groups. It is the responsibility Nursery Manager/Deputy Nursery Manager to ensure that the nursery is represented at any Child Protection Conference for children who attend the nursery.

The Child Protection Officer should be fully briefed on any issues or concerns the nursery has and must present a report during the meeting and be prepared to make decisions on registration at the end of the conference.

When a child is placed on the Child Protection Register and is, therefore, subject to a Child Protection Plan, it is the Child Protection Officer's responsibility to ensure that the child is monitored regarding their attendance and wellbeing and that the Child Protection Plan is progressing as a member of the core group.

The Nursery/childcare setting will usually be part of the Core Group Meetings. The Child Protection Officer should ensure that the Nursery/Childcare Setting is represented at these meetings and there is a record of issues discussed.

All concerns about the Child Protection Plan and/or the child's wellbeing should be discussed and recorded at the core group meeting. Where there are concerns that the child is at further risk of significant harm, the Child Protection Officer must inform the child's social worker **immediately** and then record that they have done so and the actions agreed.

## **Record Keeping**

### **Observing and recording signs of abuse**

When you observe a child's behaviour and physical condition make sure you do this unobtrusively and try not to disturb routines. If you notice any behaviour that is not in keeping with that child's level of development or usual pattern of behaviour you will need to decide whether to record it. Record and report any significant changes in a child's health or appearance. Bruises and abrasions, which are unlikely to have been inflicted by physical play, should be recorded promptly and accurately with an explanation of how they occurred on the observation sheets included in the accident file. These should be reported to the manager. To get information you could try talking to the parents or casually talk to the child about it.

### **Evaluating Evidence**

You may be satisfied that there is no need for concern. If, however you still feel doubtful then make a record of your concerns and evaluate the significance of all the evidence you have:

- Physical signs or behavioural symptoms
- Information from the child
- Information from the parents
- Any other information

It may be the situation doesn't require urgent action, in which case you can keep your record and continue to observe the child.

Alternatively, you may decide to make an immediate referral.

The member of staff receiving a disclosure of abuse or neglect from child, or noticing signs or symptoms of possible abuse or neglect in a child should record those disclosures or observations as soon as possible using the Nursery's/Childcare Settings recording system.

It is very important also to keep this record safely and confidentially.

Document 1 is a Record of Concern template for reference that maybe used.

- Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. This should be signed and dated and given to the Child Protection Officer for their attention to decide on further actions.
- All documentation/records relating to child protection concerns should be placed on the child's individual Child Protection file and securely stored. Document 2 Record Log should be filed at the beginning of each CP file and used as a chronology to log events, meeting or contacts etc.
- When a child who is on the child protection register leaves the nursery the Child Protection Officer will ensure the child's Social Worker is aware of this.
- The Child Protection Officer will inform Children's Services/social worker of significant changes to the child protection plan or family circumstances.

- The child's Child Protection file is retained by the Nursery/Childcare Setting in line with The Wales Safeguarding Procedures and GDPR

**The Nursery/Childcare Setting have an equal responsibility to ensure that relevant documentation/information is shared in a secure and timely manner with all relevant safeguarding partners.**

### **Confidentiality**

Sharing information is vital for early intervention to ensure that children with additional needs get the services they require. It is also essential to protect children and young people from suffering harm from abuse or neglect and to prevent them from offending.

When sharing information you will need to be satisfied that there is either

- A statutory duty to report
- Express or implied consent of the persons involved ; or
- An overriding public interest in disclosing information.

All decision making should be recorded in writing and stored securely by the nursery.

Staff should seek advice from the Child Protection Officer when in doubt, especially if they have concerns about possible significant harm to a child or serious harm to others. However, if you consider a child to be at risk you should not delay seeking advice from Children's Services in the absence of speaking to the Child Protection Officer

Parents should be made aware that there is a statutory duty to safeguard and promote the wellbeing of children and this responsibility includes the duty to report to partner agencies when there are such concerns.

The Nursery regard all information relating to individual child protection issues as confidential and will treat it accordingly: Information will be passed on to appropriate persons only. The nursery will verify the identity of the person with whom the information is shared. The nursery will ensure child protection files are stored in a secure and locked/secure location.

### **Additional Vulnerability of Children**

The Nursery/Childcare Setting recognises that there are groups of Children who are additionally vulnerable to abuse as outlined in The Wales Safeguarding Procedures.

### **Preventing Unsuitable People Working with Children**

#### **Safer Recruitment**

The Nursery operates recruitment and management procedures that take account of the need to safeguard children including arrangements for appropriate checks on staff and volunteers that comply with the recruitment and volunteer policy/procedure.

The Nursery/Childcare Setting's recruitment procedure for advertising, interviewing and recruiting staff, including the requirement for Barring and Disclosure Service (DBS) checks.

## The Disclosure and Barring Service

As part of the Nursery/Childcare Setting's safe recruitment practices it ensures that all staff who have contact with children or access to information about children have appropriate DBS reference checks.

## **Allegations against staff in Nursery/Childcare setting**

When there is a concern or allegation raised regarding any adult working or volunteering in the Nursery/Childcare Setting (including permanent, temporary or supply staff) about their conduct towards a child, the following procedures **MUST** be undertaken.

- The Child Protection Officer Or Deputy Child Protection Officer (in the Child Protection Officer's absence) should be informed immediately.
- All concerns or allegations must be reported to Cardiff Multi Agency Safeguarding Hub (MASH) or the Police without delay.
- The Child Protection Officer should seek advice from Children's Services and/or Police in relation to what information about the allegation can be shared and with whom (i.e. what should the parents be told, what should the member of staff be told)
- The Nursery/Childcare Setting consider what measures need to be taken regarding the member of staff's continued employment during any investigation, and a risk assessment should be undertaken and recorded in writing immediately.
- In addition, if the allegation relates to supply staff, the Child Protection Officer will inform the agency directly of concerns and referral
- In the event of the allegation being made directly or indirectly about the Child Protection Officer the staff member must immediately report the allegation to the Deputy Child Protection Officer.
- A formal investigation including the questioning or interviewing of children/staff of the alleged incident **SHOULD ONLY** take place by Children's Services or the Police. However, you may be asked to clarify facts (who, what, where, when), secure any CCTV footage and take narrative accounts in order to assist the process.
- Documentation of marks and injuries should be recorded using the body map (Appendix 6)
- The member of staff reporting this alleged incident must strictly adhere to confidentiality and not discuss the concerns with the alleged individual or any other person other than the Child Protection Officer or Deputy Child Protection Officer as appropriate.
- Practitioner/Position of Trust Concerns Report form in Appendix

Under the Children Act 1989 and 2004 and Social Services and well-being (Wales) Act 2014 it is the duty of all staff to report all unexplained incidents and injuries, which give concern to a higher authority. Employees will be protected at work if they make an allegation by the Public

Interest Disclosure Act 1998 (PIDA). This is whereby if you are concerned that as a result of disclosing information at work you may be dismissed or penalised by your employer then the PIDA 1998 will protect your employment position.

If an allegation of abuse against a member of staff or volunteer should arise either by parents or colleagues, we will take this seriously and treat in accordance with legislative framework and procedural guidance procedures.

The procedure is as follows:

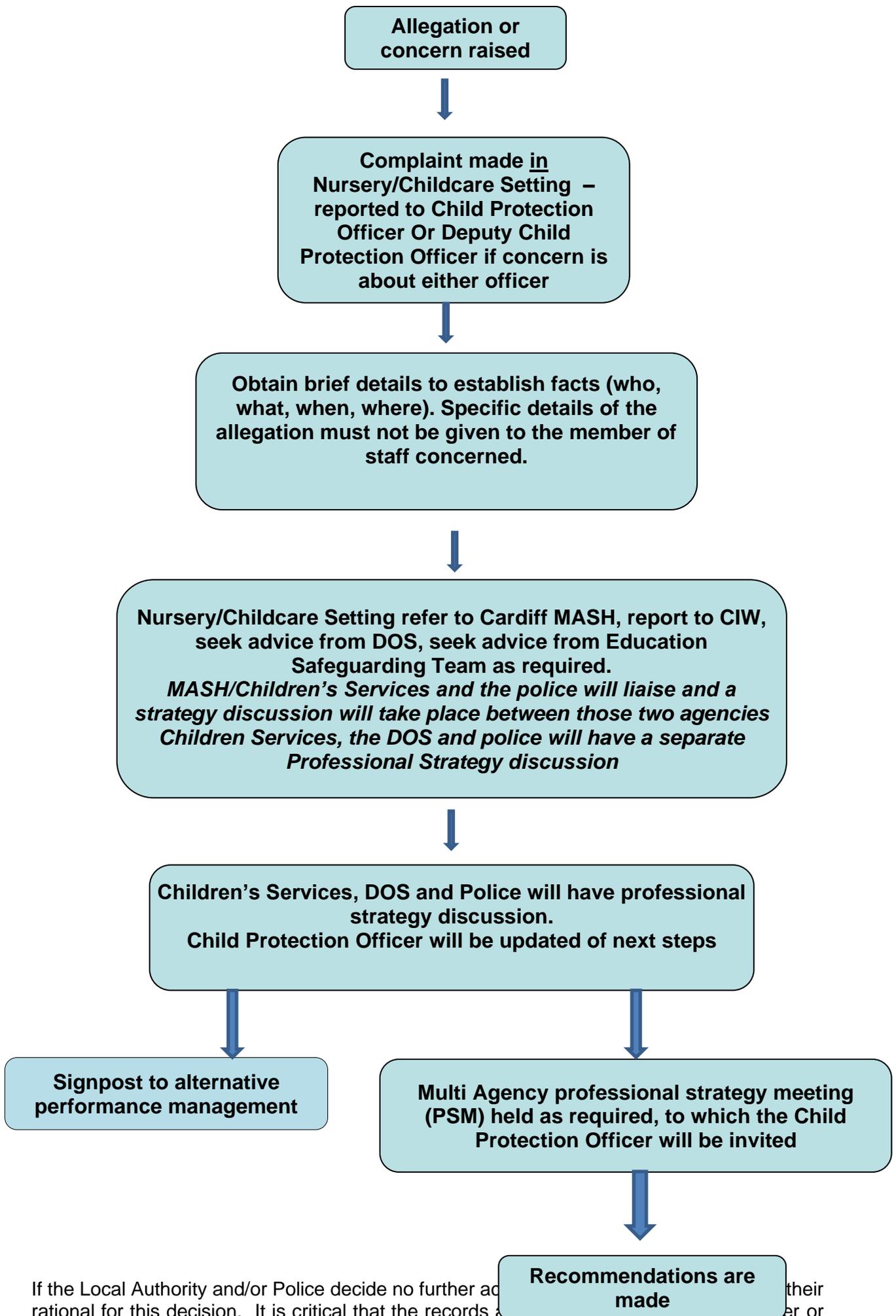
1. The member of staff would be informed that a complaint has been made against them, they would be asked to leave the premises until the situation has been investigated and be on immediate suspension from work.
2. Record allegation on a complaint form in accordance with the Welsh government's statutory guidance on safeguarding children under the Social Services and Well-being (Wales) Act 2014 recording procedures
3. The nursery will not undertake their own internal child protection enquiries but refer all concerns
4. The manager and/or safe- guarding officer will review the case and refer to the local authority social services department to inform them. CIW will also be notified.

Care Inspectorate Wales  
Sarn Mynach  
Llandudno Junction  
LL31 9RZ

Telephone: 03000 7900126

If you are hesitant or unsure whether a child is at risk of harm, seek advice from one our 3 designated safeguarding persons. Contact social services directly if contacting your DSP has not taken action and you're still concerned about the child, the concern is about the DSP and there is no alternative.

The safety of the child at risk is always your priority, if you have immediate concerns do not delay taking action!



repeated concern, if the Childcare Setting are unclear about what action to take, they must seek appropriate advice from the Designated Officer for Safeguarding (DOS).

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. All staff should be aware that unlawful or unsafe behaviour will not be tolerated and that where appropriate legal or disciplinary action will be taken.

### **Safeguarding allegations / Concerns about Practitioners and Those in Positions of Trust**

Procedures in respect of allegations of abuse against professionals, members of staff or volunteers in contact with children are outlined in the national guidance in *Safeguarding Children: Working Together under the Children Act 2004*, *Regional Safeguarding Board (RSB) Guidance* and Section 5 of the *Wales Safeguarding Procedures: Handling allegations of abuse against Teachers and other staff* Welsh Government 009/2014.

### **Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

Staff who have concerns about the conduct of another member of staff towards any child/adult either at work or in their personal lives, will be made aware of their duty to report allegations or concerns about colleagues in line with the Whistleblowing Policy.

### **Other Related Policies**

#### **Counter Terrorism and Security Act 2015**

We will have due regard to the Counter Terrorism and Security Act 2015 and assess the risks of any child being drawn into terrorism and protect them by following our child protection policies and procedures. We will identify and raise any concerns accordingly with the local authority and police.

Children attending our setting are supported to learn and develop in safety and bullying and intolerance will always be challenged. We value freedom of speech and the expression of beliefs as fundamental rights underpinning our society's values. Within the setting children and adults have the right to speak freely and voice their opinions. Recognising the normalisation of extreme views may make children vulnerable to future manipulation and exploitation where opinions seek to manipulate people, threaten violence or harm to others, or go against human rights then they will be challenged.

#### **UNCRC**

We will work in accordance with the United Nations Convention on the Rights of the Child 1989 (UNCRC). If we become aware of harm, abuse and neglect we will work on a child-centred approach. To ensure services are effective they will be based on a clear understanding of the personal outcomes for the child and what matters to them. The rights of the child will be paramount to the approach chosen and their best interests will always be central.

## **Physical Intervention / Restraint Policy**

The nursery's behaviour policy is a separate document a reviewed annually by the Child Protection Officer. Staff must only ever use restrictive physical intervention /restraint as a last resort, and at all times it must be with the minimum amount of force necessary to prevent injury to the child, themselves, another person or property.

Staff will receive regular training and specific training as risk assessments dictate. The Nursery will risk assess individual children where necessary in consultation with Parents and agencies where appropriate and actively plan to reduce risk by using child specific positive handling plans.

## **Health and Safety – Site Security**

The Nursery setting is a secure place for Children to learn and develop. The physical safety of Children in Nursery/Childcare Setting is of paramount importance. Access to the Nursery/Childcare Setting is strictly monitored and reviewed in line with the Health and Safety policy.

The Nursery/Childcare Settings' Health and Safety policy is set out in a separate document and is reviewed annually by the Child Protection Officer. The Policy covers the protection of children both within setting environment and when away from the setting when undertaking trips and visits.

## **Children with Statements of Additional Learning Needs and Individual Development Plans**

The Nursery Setting recognises that children with behavioural difficulties and disabilities may be vulnerable to abuse and may also have difficulty disclosing their experiences. Staff who work with children with profound and multiple disabilities, sensory impairment and or emotional and behavioural needs should be particularly sensitive to signs of abuse.

## **Children who enter the Looked after System**

The Nursery Setting recognises that children who enter the Looked after System are often the most vulnerable.

## **The use of images**

Photographic and video Images of children may be recorded for a variety of purposes. Staff will be required to take pictures of children as evidence of Child development purposes, extra nursery activities, publicity and celebrating achievement.

Particular care should be taken regarding the use of images which may include children who are looked after or children in other vulnerable groups e.g. adopted, foster care.

Every parent/carer must give specific consent for any image of their child to be recorded and reminded this should not be shared any images.

Nursery Staff must never use their own personal equipment to capture images.

It is recommended that when using a photograph the following guidance should be followed.

If the photograph is used, avoid naming the child

- If the child is named avoid using the photograph
- Establish and record whether the image will be retained for further use
- Images are stored securely and used only by those authorised to do so: they should be available for scrutiny to ensure acceptability.

# APPENDIX

Document 1

## RECORD OF CONCERN

Child's Name :			
Child's DOB :			
Male/Female :	Ethnic Origin :	Disability Y/N :	Religion :
Date and Time of Concern :			
Your Account of the Concern : (what was said, observed, reported and by whom)			
Additional Information : (context of concern/disclosure)			
Response of Nursery Manager/DNM/RI: (what did you do/say following the concern)			
Your Name :			
Your Signature :			
Your Position in Nursery:			
Date and Time of this Recording :			
Action and Response of Nursery Manager/DNM/RI			
Name: .....Date:.....			



## **Body Map**

A body map is used to record information about physical injuries to a child, particularly if it is felt that the injury is non-accidental or thought to be following a pattern. The body map provides a visual record of and helps professionals to work together when deciding whether there is a safeguarding concern.

**Note: When recording injuries you should never photograph the child.**

You should also note that using a body map does not replace medical advice and so a proper diagnosis of the injury and correct treatment should be sought by a medical professional. The body map is simply a record of what can be seen and what has been said about the injury.

The details that should be included on a body map are:

- Information on who noticed the injury, when they noticed it and what their role is in relation to the child.
- Details of the injury – where it is on the child, what it looks like, its colour, shape, size and condition.
- Details of all visible injuries, even small marks that may not seem of concern at the time.
- In regards to the condition of the injury, is it deteriorating or getting better?
- Is the child in distress or indifferent about the injury?
- Information on any explanations behind the injuries.
- Observations of the child – how are they feeling, what is their behaviour like?
- Information on anything that the child or parent says about the injury.
- Include both a drawing and a written description of the injury.

All types of injury can be drawn onto the child body map, even those that appear to be accidental and part of a child's natural development. For the purpose of this guidance, any injury that may have resulted from a restrictive physical intervention should be recorded.

After drawing on your observations (along with any written comments), a decision needs to be made on whether there is an immediate risk to the child or whether they need to be taken for treatment for their injury.

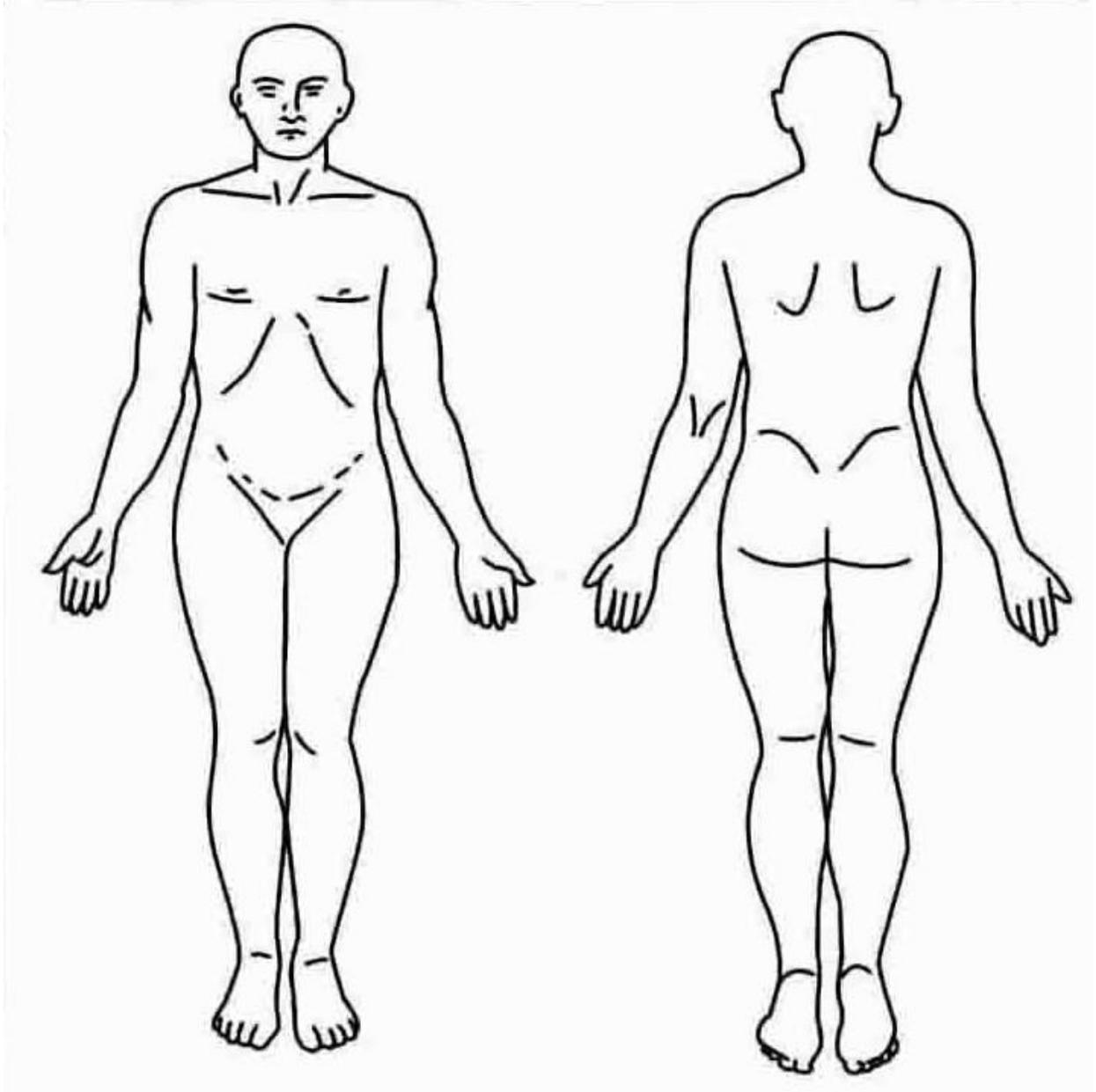
Concerns must be shared with the Child Protection Officer

If it's appropriate to do so, share the findings of your observations with the parents or carer of the child so that they understand what decisions have been made and why.

# Body Map

Name of child \_\_\_\_\_ Date of birth: \_\_\_\_\_

Body Map is to be used to record the location, size and number of injuries, marks or bruises.



**Body Map notes:**

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Please use the space below to make any 'close-up' drawings of body parts/injuries highlighting where they appear on the above body map, e.g. injury to arms, legs, torso, etc.

Name/designation of person completing Body Map form:

\_\_\_\_\_

Contact details of person completing Body Map Form:

\_\_\_\_\_

Date/time of completion:

## Document 3

Practitioner/Position of Trust Concerns Report form:

Date of Report	
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Name of Practitioner/Person in Position of Trust	
Date of Birth	
Home Address	
Ethnicity	
Children and vulnerable adults also living at the address	

Working / Volunteering role	
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Other roles with children or adults at risk – paid or unpaid	
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Cause for concern	
Witnesses	Note: Please provide the name, address and contact details for any witnesses to the concern

Risk Management Arrangements	
Employer duty	<p>Note: it is the responsibility of the employer/employment/voluntary/private Agency in consultation with relevant HR to provide support to and to keep the practitioner/person in a position of trust updated throughout the professional strategy process</p> <p>Consider-</p> <p>What does the person of concern know about this referral and the s5 procedures?</p> <p>Has the practitioner concerns leaflet been shared with the person of concern?</p> <p>Are there any barriers to communication/ what are the person of concerns communication needs</p>

Name, Role and Contact Details of referrer	
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Please send this form to [ProfessionalStrategy.Meetings@cardiff.gov.uk](mailto:ProfessionalStrategy.Meetings@cardiff.gov.uk)

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### **List of supporting documents**

Please find a list of supporting documents which will assist you in completing Child Protection and Safeguarding policies:-

#### **Welsh Government Documents**

- Wales Safeguarding Procedures (App available to download)  
[Social care Wales \(safeguarding.wales\)](http://socialcare.wales.gov.uk)
- Safeguarding Children: Working Together Under the Children's Act 2004  
<http://gov.wales/pubs/circulars/2007/nafwc1207en.pdf?lang=en>
- Safeguarding Children and Young People from Sexual Exploitation  
<http://gov.wales/docs/dhss/publications/policy/110107guidanceen.pdf>
- National Strategy on Violence against Women, Domestic Abuse and Sexual Violence 2016 -2021  
<http://gov.wales/docs/dsjlg/publications/commsafety/161104-national-strategy-en.pdf>
- Accident/disease recording and reporting guidance for contracted provision. (English only)  
[accident-disease-recording-and-reporting-guidance-for-contracted-provision.pdf](http://gov.wales/docs/dhss/publications/policy/110107guidanceen.pdf)  
(gov.wales)
- Special Educational Needs Code of Practice for Wales  
[Special educational needs: code of practice | GOV.WALES](http://gov.wales/docs/dhss/publications/policy/110107guidanceen.pdf)
- Safeguarding children in education: handling allegations of abuse against teachers and other staff  
<http://learning.gov.wales/docs/learningwales/publications/140410-safeguarding-children-in-education-en.pdf>

#### **UK Government documents**

HM Government: *Prevent* for England and Wales.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)

## Useful links

- [Sexual behaviours traffic light tool \(enhertsceg.nhs.uk\)](http://enhertsceg.nhs.uk) Brooks
- MARF - [Professionals - Cardiff Family Advice and Support : Cardiff Family Advice and Support \(cardifffamilies.co.uk\)](http://cardifffamilies.co.uk)
- How to complete a MARF [Completing a MARF \(Multi-Agency Referral Form\) - YouTube](#)
- National Minimum Standards for Regulated Childcare for children up to the age of 12 years - [National Minimum Standards for Regulated Childcare for children up to the age of 12 years \(careinspectorate.wales\)](http://careinspectorate.wales)
- Curriculum for Wales - [Curriculum for Wales - Hwb \(gov.wales\)](http://gov.wales)
- Foundation Phase framework - [Foundation Phase framework | GOV.WALES](http://GOV.WALES)