



St Paul's Childcare

CHILD PROTECTION POLICY

Written in conjunction with (NMS 20 & 21)

St Paul's Childcare will follow this policy, review it annually and update it as required.

The Person in Charge (Leader) of St Paul's Childcare will ensure that every member of staff understands this policy.

St Paul's Childcare will ensure that parents and carers are aware of this policy. We will ensure this policy is available to all via:

- *St Paul's Childcare website
- *The entrance of the childcare setting
- *St Paul's C/W Primary Setting website

The policy may be requested from Reception at St Paul's C/W Primary Setting

Policy last updated – September 2020

Next policy update due – September 2021

REVIEWED BY

Name	Signature	Date
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Aim

St Paul's childcare 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 pastoral support offered to children and the creation and maintenance of a 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.

Rights of the child

This policy is part of ensuring that the St Paul's Childcare the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

Article 19: Governments should ensure that children are properly cared for and protect them from violence abuse and neglect by their parents or anyone else who looks after them.

Prevention

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

The 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 setting whom they can approach if they have concerns about their wellbeing, are worried or in difficulty

- Include in the activities material which will help children develop realistic attitudes to the responsibilities of adult life particularly with regard to child care, healthy relationships and parenting skills
- Establish effective working relationships with parents and colleagues from partner agencies.

Procedures

This policy has been reviewed in line with the Wales Safeguarding Procedures 2019.

Roles and Responsibilities

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

- It is the role of the Designated Senior Person for Child Protection (DSP) to ensure that all of the child protection procedures are followed within the setting, and to make appropriate and timely referrals in accordance with Child Protection and setting procedures
- If for any reason the DSP is unavailable, a **Deputy DSP** is identified who will act in their absence. Alternative arrangements for appropriate cover will also be made if the DSP and Deputy are unavailable
- It is the role of the DSP to ensure all staff employed including temporary staff, agency staff and volunteers within the setting are aware of the setting's internal procedures, for advice, support and guidance
- The Governing Body and setting leader and responsible individual are responsible for ensuring that the setting follows safe recruitment and best practice
- The role of the Nominated Governor for Child Protection is to ensure that the setting has an effective Child Protection policy and to support the setting develop and implement the policy: the Governing Body has a key role as critical friend in understanding and challenging the safeguarding arrangements within the setting

- The DSP/Responsible individual and/or the leader and Governing Body should review and update the policy and procedures annually
- The DSP/Responsible individual and/or the leader should ensure that Child Protection training is undertaken by all staff, volunteers and governors annually
- Ensure parents are aware of the child protection policy and understand the settings duty to report Child Protection concerns to Children's Services
- Where children leave the setting ensure that any child protection information is shared with the receiving setting. Child protection files are copied and the copies are securely and separately sent to the new establishment as soon as possible. The original being retained securely in setting.
- Whilst awaiting for information to arrive DSP to have a telephone conversation with DSP at previous establishment to discuss any immediate concerns

Governing Body

The Settings Governing Body is responsible for the following:

- The setting has an effective child protection policy and procedures in place that is in accordance with local authority guidance and locally agreed interagency procedures
- The setting's child protection policy and procedures are:
 - Available to parents and carers
 - Provided in a format appropriate to the understanding of children, and in particular for children with additional needs
- Ensure the setting operates safe recruitment procedures that take account of the need to safeguard children and young people, including arrangements to ensure that all appropriate checks are carried out for new staff and volunteers who will work with children, including relevant DBS checks
- Ensure that the responsible individual and/or the leader and all other permanent staff and volunteers who work with children undertake appropriate training to equip them with the knowledge and skills that are necessary to carry out their responsibilities for child protection effectively: and is kept up-to date by refresher training
- Give clear guidance to temporary staff and volunteers providing cover during absences and who will be working with children and young people on the settings arrangements for child protection and their responsibilities

- Ensure that the governing body addresses any identified weaknesses in regard to child protection arrangements that are brought to its attention
- The governing body to ensure that the designated senior person (DSP), designated governor for child protection and the chair of governors undertake and maintain relevant safeguarding training as agreed by the Regional Safeguarding Board.

Representatives from the Education Safeguarding Team (Tel: 02922330876, 02922330877, 02922330878) are available to offer advice, support and training to the setting's DSP and Governing Body

Training

All staff in the setting must complete Corporate Safeguarding eLearning training (accessed via the Academy) and Child Protection Awareness Raising Level 2 Training, delivered by the DSP on an annual basis.

Child Protection training enables staff to;

- Understand the Safeguarding Agenda for settings and where Child Protection fits in it
- Understand key roles and responsibilities including who to report to in setting 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.

The 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 must be provided with an Induction booklet and a copy of the child protection policy. The induction booklet/leaflet should be signed and dated by the individual upon reading it.

The nominated DSP and Deputy DSP must also attend the Council's DSP training prior to undertaking this role and undertake DSP refresher training every three years. In addition the DSP should consider specialist training *e.g. Team Teach, WRAP training* (this is not an exhaustive list). A record of all staff training must be held by the setting.

Following this training the designated staff member should meet any further training standards outlined by Cardiff Council.

Recognising Child Abuse

Teachers and other adults in settings 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 setting 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 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**
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

- **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

- **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.

Risk from other actual or potential harm to a child or young person may also result from:

- Criminal exploitation such as county lines (CCE)
<https://www.safeguarding.wales/chi/c6/c6.p1.html>
- Child sexual exploitation
<https://www.safeguarding.wales/chi/c6/c6.p10.html>
- Radicalisation
<https://www.safeguarding.wales/chi/c6/c6.p6.html>
- **Female genital mutilation**
<https://www.safeguarding.wales/chi/c6/c6.p2.html>
Modern slavery
<https://www.safeguarding.wales/chi/c6/c6.p3.html>

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 should **immediately** report their concerns to the DSP (or deputy DSP), who will appropriately consider the concern and what actions, if any, should be taken.

- The DSP may seek advice from telephoning 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) (4.CH.227 on CIS) and CS1 (4.CH.225 on CIS) 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 DSP 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 DSP 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 to the DSP or Deputy or in the absence of both the Cardiff MASH.
- The DSP 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 leave the setting premises** the Responsible individual and/or the leader should be informed. The Responsible individual and/or the leader, in consultation with the Cardiff MASH, will decide on the next step to be taken.

- DSPs/Settings staff should receive a response to their referral in writing within 7 working days. If not received after 7 days, DSPs should contact Cardiff MASH for an update.
- It is important that staff follow up with the DSP 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 has continued concerns, then the Responsible individual and/or the leader should be notified or Chair of Governors if the Responsible individual and/or the leader is the DSP. The member of staff may also report their concerns to Cardiff MASH or the Education Safeguarding Team.
- If the individual reporting the concern disagrees with the DSP’s decision that a referral is not necessary, they must make the referral directly to the Cardiff MASH and inform the DSP of this. Advice and support can be sought from the Education Safeguarding Team as required.

This setting recognises it has a duty to report child protection concerns and not to investigate

If a child in setting 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)
- Referrals should be strength based following the Signs of Safety (SoS) approach as outlined on the referral form.
- The DSP will store the Record of Concern safely and confidentially.
- Immediately inform the DSP and do not tell other adults or young people what you have been told.
- As soon as possible (and certainly the same day) the DSP must refer the matter to the Cardiff MASH. Follow their advice about what to do next. Staff should keep in mind at all times their role is to assist the Police and Children’s Services and NOT to undertake their own investigations unless directed to do so.
- 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"> • Keep an open mind • Reassure the child that they have a right to tell • Listen carefully • Work at the child's pace • Ask only open questions – if you must ask them, clarify the facts, don't interrogate • Explain what you need to do next • Record accurately and quickly using the child's words • Pass on to DSP same day 	<ul style="list-style-type: none"> • Promise to keep secret what they are telling you • Interrupt • Interrogate/investigate • Assume e.g. this child tells lies • Make suggestions about what is being said • Speculate or accuse anyone • Show anger, shock etc.... • Tell the child to go and speak to someone else • Forget to record accurately and/or pass on to DSP • Confront alleged abuser

Allegations against staff in childcare setting

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

- The Responsible individual and/or the leader the setting should be informed immediately.
- All concerns or allegations must be reported to Cardiff Multi Agency Safeguarding Hub (MASH) or the Police without delay.
- The Responsible individual and/or the leader, 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 Responsible individual and/or the leader, may wish to seek advice from the Education Safeguarding Team & Children's Services Designated Officer for Safeguarding (DOS) (Lynda Gallagher).
- The setting must seek advice from Human Resources (HR) regarding the member of staff's continued employment during any investigation, and a risk assessment should be undertaken and recorded in writing immediately.

- If the allegation relates to supply staff then please contact the agency directly to discuss next steps and agree any risk management plan
- In the event of the allegation being made directly or indirectly about the setting leader the staff member should immediately report the allegation to the Responsible Individual.
- In the event of the allegation being made directly or indirectly about the Responsible Individual the staff member should immediately report the allegation to the Setting Leader who should inform the governing body.
- A formal investigation including the questioning or interviewing of pupils/staff of the alleged incident must not take place unless Children's Services, DOS or the Police give instructions to do so. However, it is appropriate to ascertain facts (who, what, where, when) secure any CCTV footage and take narrative accounts in order to provide sufficient information to Children's Services or police.
- The member of staff reporting this alleged incident must strictly adhere to confidentiality and not discuss the concerns with the alleged perpetrator or any other person other than the Responsible individual and/or the leader, unless the person of concern is the Responsible individual and/or the leader.

Radicalisation/Extremism

What is Prevent?

Prevent is part of the UK's counter terrorism strategy (CONTEST), to safeguard and support those vulnerable to radicalisation and to stop them becoming involved in terrorism or supporting terrorism.

Aims of Prevent

- Tackle the causes of radicalisation and respond to the ideological challenge of terrorism.
- Safeguard & support those most at risk of radicalisation through early intervention, identifying them and offering support.
- Enable those who have already engaged in terrorism to disengage and rehabilitate.

Statutory duties for settings

The setting is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the Prevent Duty Guidance) to safeguard children at risk of radicalisation.

The setting does this by:

- Providing a safe environment for children to talk about issues that may concern them, including sensitive topics.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism. This includes having a clear picture of the threat & risk picture in the setting locality and Cardiff
- Ensuring children are safe from terrorist and extremist material when accessing the Internet at setting, including having in place appropriate levels of filtering, which are controlled by Cardiff LA
- Ensuring all staff receive appropriate training (Workshop to Raise Awareness of Prevent (WRAP)) and have the knowledge and confidence to identify children at risk of being drawn into terrorism and extremism and challenge extremist ideas
- Knowing how to complete a Channel referral and how to work in partnership with statutory and non-statutory agencies to seek support for the child/young person

Definitions used within Prevent

- **‘Extremism’** is defined in the 2011 *Prevent* strategy as vocal or active opposition to fundamental shared values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas
- **‘Non-violent extremism’** is extremism, as defined above, which is not accompanied by violence
- **‘Radicalisation’** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
- **‘Terrorism’** the threat or use of serious violence against a person, serious damage to a property, endangering a person’s life, creating a serious risk to the health and safety of the public, or serious disruption to the electronic network

Referral to Prevent

A referral to Prevent is submitted via the All Wales Prevent Referral Form.

<https://digitalservices.south-wales.police.uk/en/all-wales-prevent-partners-referral-form-english/>

Any referral into Prevent must also be accompanied by a Multi-Agency Referral Form (MARF) submitted into MASH.

Channel Panel

The Channel Panel is a multi-agency panel consisting of Prevent staff from both Cardiff Council and statutory partners including Education, Health, Social Services & a host of other partners.

Channel may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist activity.

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- identifying individuals at risk
- assessing the nature and extent of that risk
- developing the most appropriate support plan for the individuals concerned

Child Exploitation

Settings recognises its responsibility to safeguard and promote the wellbeing of children where there are concerns that they are at risk of abuse through any forms of exploitation (Criminal, County Lines, and Sexual).

Child exploitation is the coercion or manipulation of children into taking part in activities (criminal, sexual etc.). It is a form of abuse involving an exchange of some form of payment which can include money, mobile phones and other items, drugs, alcohol, a place to stay, 'protection' or affection. The vulnerability of the young person and grooming process employed by perpetrators renders them powerless to recognise the exploitative nature of relationships and unable to give informed consent.

Exploitation includes:

- abuse through exchange of sexual activity for some form of payment or gift
- abuse through the production of indecent images and/or any other indecent material involving children whether photographs, films or other technologies

- abuse through grooming whether via direct contact or the use of technologies such as mobile phones and the internet
- abuse through trafficking for sexual or criminal purposes
- abuse through taking ownership of individuals property (cuckooing).

Children do not volunteer to be sexually exploited and they cannot consent to their own abuse; they are forced and/or coerced.

Child Sexual Exploitation might be when someone gives you things like love, affection, food, money or gifts, but then makes you do sexual things to pay them back. They might make you feel special, or make you think that you're in a relationship, but that's not true. Sometimes they can be violent or say nasty things.'
(Child Sexual Exploitation Steering Group, 2019)

If the setting is concerned that a pupil is at risk of CSE a Sexual Exploitation Risk Assessment Framework (SERAF) will be completed and advice sought from Cardiff MASH.

Further information can be sought from the All Wales Protocol Safeguarding Children and young People at Risk of Sexual Exploitation 2013 Cardiff Child Sexual Exploitation Prevention Strategy and the Cardiff 'Think Safe' Team.

Cardiff Think Safe Team
Contact number : 02920 536 310

Signature:

Date:

Date of review: