

Incy Wincy Child Protection Policy and Procedures

It is the policy of (*Incy Wincy Nursery*) to make children's safety, wellbeing and protection our highest priority while they are in our care.

We do this by:

- Recognising that it is our legal duty to refer all allegations of child abuse appropriately and without delay.
- Having regard for the Rights of Children and Young Persons (Wales) Measure 2011 and specifically Article 19 of the UN Convention on the Rights of the Child which states: "Children have the right to be properly cared for and protected from violence, abuse and neglect by their parents and anyone looking after them."
- Working in line with the All Wales Child Protection Procedures 2008 (www.awcpp.org.uk).
- Having regard for the Safeguarding Children: Working Together Under the Children Act 2004 (<http://wales.gov.uk/topics/childrenyoungpeople/publications/safeguardingunder2004act/?lang=en>).
- Developing a professional link with the child protection co-ordinator in the (*Wrexham County Borough Council*) and the Local Safeguarding Children's Board (LSCB)¹.
- Ensuring that all who use and work in (*Incy Wincy Nursery*) knows that child protection is the responsibility of everyone.
- Operating a clear and thorough recruitment policy and procedure for staff and volunteers which includes maintaining current enhanced CRB disclosures (and where relevant, Independent Safeguarding Authority (ISA) checks, referring to <http://www.isa.homeoffice.gov.uk> for up-to-date information and requirements) and checks on fitness references in addition to qualifications in line with relevant day care regulations.
- Being aware of [The Protection of Children Act 1999: A practical guide to the Act for all organisations working with children](#) (which relates to the Government's aim of establishing a framework of a coherent cross-sector

¹ Each Local Safeguarding Children Board (LSCB) has a coordinator. Their details are listed at:

<http://wales.gov.uk/topics/childrenyoungpeople/health/protection/lscb/contact/?lang=en>

scheme for identifying those people considered to be unsuitable to work with children).

- Implementing an induction process and code of conduct for staff, students, visitors and volunteers. See: <http://www.ccwales.org.uk/education-and-learning-for-early-years-and-childcare>
- Designating a suitable child protection officer (*Karen Bennett, Glenna Harris*) and deputy (*Glenna Harris, Karen Bennett*) to act in their absence, who acts on behalf of (*Incy Wincy Nursery*) in any child protection matters including making sure that appropriate training and information is available and accessible to all staff, students, visitors and volunteers.
- Ensuring all staff are trained in child protection procedures (this includes recognition of signs of abuse).
- Maintaining appropriate staff: children ratios for the supervision of children that are in line with or exceed regulatory requirements.
- Operating and keeping an up-to-date risk assessment of all activity within (*Incy Wincy Nursery*) and ensuring adequate insurance cover is provided.
- Informing all parents/carers of the child protection policy and procedures (Contact CSSIW on 0300 0625609, Social Services on 01978 292039 or NSPCC on 08088005000 as each family starts to use *Incy Wincy Nursery*).
- Operating effective policies for collection of children, behaviour management and inclusive practice and the use of electronic equipment in the workplace.
- Reporting, recording and monitoring any injuries sustained by a child (while away from, or in our care) and/or changes in a child's behaviour; taking action when appropriate (parents will normally be the first point of contact, unless it is deemed that this would place the child at risk).
- Responding promptly and appropriately to any suspicion of abuse.

The local authority (social services duty social worker) is the prime authority for dealing with child protection investigations although concerns may be reported to a police officer or an officer of the National Society for the Prevention of Cruelty to Children (NSPCC).

There are two types of disclosure:

1. A disclosure about a child.
2. A disclosure about professional abuse.

1. Action to be taken in the event of a disclosure about a child:

In the event of a member of staff having a concern/suspicion that a child has suffered abuse/neglect or if someone tells them that they or another child or young person is being abused/suffering neglect:

The member of staff acts without delay and (as is appropriate to the age/stage of the individual child):

- Listens, showing that they have heard what they are being told and that they take the allegations seriously.
- Does not prompt or ask leading questions.
- Does not ask the child to tell their story more than once.
- Explains what actions they must take (using agreed procedures).
- Does not promise to keep what they have been told a secret or confidential, but explains that they will share information only on a 'need to know' basis.

(Incy Wincy Nursery) takes seriously its responsibility to disclose information to the relevant people/organisations and reporting concerns is not seen as a betrayal of trust to the person/child making the disclosure.

The member of staff:

- Writes down, using the exact words, what they have been told. This is done immediately.
- Makes a note of the date, time, place and people present in the discussion.
- Does not confront the alleged abuser.
- Reports the concerns to the registered person/responsible individual and/or designated child protection officer as soon as possible, but without delay.

The registered person/responsible individual designated child protection officer:

- Reports the concerns immediately to the intake and assessment team duty officer of the local social services.
- Informs CSSIW that a referral has been made and that procedures are being followed.

2. Action to be taken in the event of a disclosure about professional abuse:

If the behaviour of a colleague, adult (including volunteers and members of the public) towards children or young people causes concern:

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to child protection concerns (including cases involving abuse of trust). While the former may be handled through disciplinary procedures or other avenues, child protection concerns should always be dealt with through local child protection procedures in line with this guidance and, in particular, the guidance contained in Chapter 8: Handling Individual Cases. (Safeguarding Children: Working Together to Safeguard Children under the Children Act 2004.12.3).

<http://cymru.gov.uk/pubs/circulars/2007/nafwc1207en.pdf;jsessionid=pC1JPyVdGx3nnGPX1sFfnysrkHmnyTlxYn1MkpVGchDDnMly07n9!545803488?lang=en>

- The procedure above (in **1. Action to be taken in the event of a disclosure about a child**) is implemented (adapted to who is making the disclosure).
- The registered person/responsible individual considers the options for removal/suspension without prejudice from duty of the member of staff/volunteer pending decisions made at the strategy discussion.
- The member of staff/volunteer is informed and written records of discussions and decisions are made in line with the staff disciplinary policy and procedure.
- The registered person/responsible individual informs CSSIW of any allegations of serious harm to a child committed by any person looking after children in (*Incy Wincy Nursery*), or by any person living, working, or employed on the premises, or any abuse alleged to have taken place on the premises (within 14 days).
- As a member of Wales PPA (*Incy Wincy Nursery*) informs the chief executive officer at Wales PPA's head office.
- Failure by a member of staff to report suspected abuse will result in disciplinary action being taken.

Making the referral

- The referral is made to social services as soon as a problem, suspicion or concern about a child becomes apparent, and at least **within 24 hours**.
- Outside office hours, referrals are made to the social services emergency duty team or the police.
- The duty social worker taking the referral is given as much of the following information as possible by (*Incy Wincy Nursery* referrer, (using the form agreed with the LA child protection co-ordinator).

- The nature of the concerns.
- How and why those concerns have arisen.
- The full name, address and date of birth (or age) of the child.
- The names, addresses and dates of birth/ages of family members, along with any other names which they use or are known by.
- The names and relationship of all those with parental responsibility (where known).
- Information on any other adults living in the household.
- Information relating to other professionals involved with the family, including the name of the child's school and GP.
- Any information held on the child's developmental needs and his/her parents'/carers' ability to respond to these needs within the context of the wider family environment.
- Any information affecting the safety of staff.

The (*registered person/responsible individual designated child protection officer*) has responsibility to ensure that child protection concerns are taken seriously and followed through, remaining accountable for their role throughout the child protection process.

If they remain concerned about a child they will make representations to the intake and assessment team duty officer of social services.

Record Keeping

- *Incy Wincy Nursery* keeps accurate, concise and clear records in straightforward language to underpin good child protection practice.
- *Incy Wincy Nursery* arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 1998) and requirements made by the Information Commissioner's Office (01625 545740 or visit www.ico.gov.uk).
- Records kept by *Incy Wincy Nursery* are shared on a need to know basis with social services departments.
- *Incy Wincy Nursery* child protection records:
 - Use clear, straightforward language.
 - Are signed, dated and timed.
 - Are concise, legible and comply with professional standards and requirements.
 - Are accurate in fact and distinguish between fact, opinion, judgement and hypothesis.
 - Are organised and include detailed recording and chronologies and summaries, including all contacts.
 - Are comprehensive.
 - Clearly record judgements made and actions and decisions taken.
 - Clarify where decisions have been taken jointly across agencies, or endorsed by a manager.

- Record both formal and informal supervision discussions.
- Record directions given and agreements or disagreements made in consultation with supervisors or managers.
- Incy Wincy Nursery representative/child protection officer attends any multi-agency discussion (this may be a meeting or via telephone) and provides reports as necessary and appropriate.
- The strategy discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice (*reference staff recruitment and employment, and whistle blowing policy*).
- Decisions are recorded in writing.

Further advice on employment can be sought from ACAS at www.acas.org.uk

Throughout a child protection investigation

Incy Wincy Nursery will:

- Make every effort to build and maintain trusting and supportive relationships between families, staff and volunteers.
- Do all it can to support and work with the child's family.
- Share any confidential records on a child with the child's parents, except in cases in which parents are implicated and evidence gives rise for concern.

The following contact details are also kept and checked and updated as needed by *Glenna Harris and Karen Bennett*

Social Services Intake and Assessment Team:

Address: CAFAT

16 Lord Street

Queens Square

Wrexham

LL11 1LG

Contact number/s Wrexham:01978 292039 or Flintshire 01352 701000 outside office hours contact 0845 0533 116 OR MINI COM 01978 292067

Police:

Tel ...0845 607 1002

NSPCC:

Contact number .0800 1111

Relevant **LSCB contact:**

CSSIW regional office:

Address: CSSIW NORTH WALES REGION

Welsh Government Office

Sarn Mynach

Llandudno Junction LL31 9RZ

Contact number/s:0300 7900 126

(Other as relevant)

Address:

Contact number/s:

This **child protection** policy and procedure was passed for use in *Incy Wincy Nursery*.

On: 7/ 9 /2015

By: Glenna Harris ,Karen Bennett

Position: Nursery Managers

Date of planned review: Sept 2016