

Little Disciples Childcare



Child Protection & Safeguarding Policy & Procedure

At Little Disciples Childcare, our aims and objectives are to provide and develop a reliable, affordable, and quality Childcare facility before school, after school, and during the school holidays.

Approved by:	Little Disciples Senior Management Team
Adopted by:	Trustees of the Little Disciples Management Committee
Scheduled review date:	September 2024
Agreed by Person in Charge: <i><u>Signature & Dated</u></i>	
Agreed by Responsible Individual <i><u>Signature & Dated</u></i>	

Child Protection & Safeguarding

Policy & Procedure

Children have the right to be properly cared for and protected from violence, abuse and neglect by their parents and anyone looking after them (*Article 10 – UN Convention on the Rights of the Child*)

In Wales this is further underpinned by the Rights of the Children and Young Persons Measure 2011.

As an organisation working with children, the setting has a responsibility to safeguard and promote children's welfare and protect them from harm. The child's welfare is always the paramount consideration, and the protection of the child is Little Disciples' priority.

This policy has been developed in line with the:

- Wales Safeguarding Procedures 2020
- UN Convention on the Rights of the Child
- Keeping Learners Safe (Welsh Government Policy)
- Safeguarding children: Working Together under the Children Act 2004.
(<http://wales.gov.uk/topics/childrenyoungpeople/publications/safeguardingunder2004act/?lang=en>)
- Social Services and Well-Being Act (Wales) 2014
- Prevent Duty Guidance for England and Wales: Counter Terrorism and Security Act 2015

Our Designated Safeguarding Leads are:

1. Mrs. Anna Stephens (Headteacher & Responsible Individual) – Level 3 trained
2. Mr. Sam Gocher (Manager) – Level 3 trained
3. *Mrs. Emily Tiryaki (Assistant Headteacher) will become the DSL if an allegation is made against the Responsible Individual or Person in Charge. Level 3 trained.*

The setting takes steps to protect children by:

- Maintaining a child-centred ethos in the setting.
- Having a robust staff and volunteer recruitment procedure. (this includes maintaining current enhanced DBS disclosures.
- Having an awareness of The Protection of Children Act 1999: A practical guide to the Act for all organisation working with children.
- Having robust procedures for staff, students, visitors, and volunteers.
- Ensuring no student, volunteer, visitor is left unsupervised at any time and a record of their attendance – including dates and times is kept.
- On an annual basis, ensuring all staff are trained in child protection level 1 and Prevent procedures (this includes recognition of signs of abuse). Designated Safeguarding Leads must be trained to Level 3.
- Maintaining appropriate staff: children's ratios for the supervision of children (in line with or exceeding regulatory requirements.
- Implementing and maintaining a current risk assessment of all activity in the setting and ensuring adequate insurance cover is provided.
- Informing all parents/carers of the child protection policy and procedure (including relevant contact numbers) as each family starts the club. Copies of this policy are on the school website, paper/hard copies are available on request.
- Designating a suitable Designated Senior Leader (Mrs Anna Stephens) who acts on behalf of the setting in any child protection matters. In the event of her absence Mr Sam Gocher will act on behalf of the setting.

Categories of abuse to be alert to

Types of Abuse and Neglect Signs/indicators of abuse and neglect are helpful if they are used with some caution. They are not necessarily evidence of abuse or neglect. However, if you are concerned about a child or young person, they can help you think about why you have that concern.

Physical Abuse: May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Human bites are also considered a form of physical abuse. Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

Emotional Abuse: Is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development; it may involve conveying to a child that they are worthless and unloved, inadequate or valued only in as much as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of other children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse: Involves forcing or enticing a child or young person to take part in sexual activities, whether the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or the production of pornographic material or in watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Neglect: Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The Local Authority 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).

Online Abuse: is anything type of abuse that happens on the internet. It can happen across any device that is connected to the internet like computers, tablets, and mobile phones. It can happen anywhere online including:

Social Media	Text Messages and messaging apps	Emails
Online Chats	Online gaming	Live-Streaming sites

Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.

Please see our settings E-Safety Policy.

The procedure

There are two routes:

Route 1: a disclosure about a child

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

Route 2: A disclosure about professional abuse

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

Please see the procedure which needs to be followed on the next page.

Route 1: In the event of a member of staff having a concern that a child has suffered abuse/neglect or if someone tells a member of staff 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):

- Shows that they have heard what they are being told and that they take the allegations seriously.
- Ensures that the child receives any medical treatment if appropriate.
- Encourages the child to talk but does not prompt or ask leading questions.
- Avoids making the child tell their story several times to different people.
- Explains what actions they must take (using agreed procedures).
- Does not promise to keep what they have been told as a secret or confidential but explains that they will share the information only on a 'need to know' basis.

The member of staff:

- Writes down, using the exact words what they have been told and/or seen – this is done without delay and within 24 hours.
- 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 Responsible Individual or in their absence their line manager as soon as possible, without delay and within 24 hours.
- The written record is passed to the child protection officer and kept safely and confidentially.

The settings Registered Person/ designated child protection officer reports the concerns immediately to the Duty Social Worker at the local office.

The need to seek advice should never delay any emergency action needed to protect a child.

Route 2: If the behaviour of a colleague, adult (including 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 rise to child protection concerns (including cases involving the abuse of trust). Whilst the former may be dealt with 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 the guidance in *Safeguarding Children in Education: handling allegations of abuse against teachers and other staff*.

The procedure as above (Route 1) is implemented and adapted as appropriate to the person who is making the disclosure. If the allegation concerns the club manager, then the incident will be reported to the responsible individual who will then take the appropriate action. If the allegation concerns the responsible individual, then the incident will be reported club manager who will take the appropriate action.

- Following guidance from the Duty Safeguarding Officer, the member of staff may be informed about the allegation and will be provided with as much information as possible at that time. Electronic records of discussions and decisions are made in line with the Staff Disciplinary Policy and Procedure and the guidance listed above.
- The Club's responsible individual has a duty of care and will consider the options for removal/suspension without prejudice from duty of the member of staff pending decisions made at the Strategy Discussion (which is arranged by Social Services.)

The Registered person informs CIW and any allegations of serious harm to a child committed by any person looking after children in the setting, or by and person living, working or employed on the premises, or any abuse alleged to have taken place on the premises.

Making the referral (following Route 1 or Route 2)

- A referral to Social Services is made as soon as a problem, suspicion or concern about a child becomes apparent, and at least **within 24 hours**. The social services team can be contacted either on 01352 701 000 Option 2 (From 9 am – 5 pm) or on 0845 0533 116 (from 8 pm until 9 am).
- Outside office hours, referrals are made to the Social Services Emergency Duty Team (See contact number above) or the police.
- The Duty Social Worker taking the referral is given as much of the following information as possible by the settings referrer:
 - 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, address, and dates of birth/ages of family members, along with any other names which they use or are known by.
 - The names and relationships 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/care givers ability to respond to these needs within the context of the wider family environment.
 - Any information affecting the safety of staff.

The Responsible Individual and Person in Charge holds responsibility to ensure that child protection concerns are taken seriously and followed through, remaining accountable for their role in the child protection process.

If they remain concerned about a child, they will re-refer the child and/or bring this to the immediate discussion of the Social Services senior manager with responsibility for the child protection for the area.

Record Keeping

The setting keeps accurate, concise, and clear record keeping in straightforward language to underpin good child protection practice. This information is recorded using CPOMS (Child Protection Online Management System) and will alert appropriate members of staff via email. CPOMS also allows us to assign a follow up action to a specific member of staff.

The settings arrangements for retention, storage, and destruction of electric and paper records of child protection matters meet the relevant data retention regulations.

Confidentiality

Information should only be shared with people who need to know. The setting understands that we must share any concerns you have about a **child**, even if they ask you not to. All anxieties/evidence relating to a child's personal safety are kept confidential. Staff will not discuss individual children with others outside the setting unless given permission to do so from the parent/carer.

Extremism - the Prevent Duty.

Under the Counter Terrorism and Security Act 2015 we have a duty to refer to any concerns of extremism to the police. This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of staff (or another person in the setting) or actions that lead to staff to be concerned about the safety of a child in their care.

All staff within the Childcare have completed UK Government Prevent Training.

Care Inspectorate Wales

Little Disciples Childcare out of Hours setting is fully regulated by the Care Inspectorate Wales and parents are welcome to contact them should they have any questions, concerns, or queries. CIW can be contacted at:

CIW North Wales Region
Welsh Government office
Sarn Mynach
Llandudno Junction
LL31 9RZ
Telephone: 0300 7900 126
ciw.north@wales.gsi.gov.uk