

Child Protection Policy

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Setting's Name:	SUNRISE PRIMARY & NURSERY SCHOOL
Designated Child Protection Officer:	Didi A Manika
Deputy Designated Child Protection Officer:	Julia Feltz
Date Last Reviewed:	04 March 2014
Date of Next Review:	04 March 2015

Introduction

This policy aims to provide all members of staff (paid and unpaid), children and their families with a clear and secure framework for ensuring that all children in the nursery are protected from harm, both while at nursery and when off the nursery premises.

Practitioners who work with children in this nursery will read this policy within the framework of:

- London Child Protection Procedures, 4th Edn. (2010)
- Working Together to Safeguard Children (2010)
- Safeguarding Children and Safer Recruitment in Education (2007)
- Information Sharing (2008)
- Children Act 1989
- Children Act 2004
- Education Act 2002

As a school, Sunrise Primary & Nursery School believes in supporting all aspects of children's development and learning, and keeping children safe.

We understand that emotional and social aspects of learning create a foundation for all learning. If a child has not been supported to understand, express and resolve their feelings, they may not have the ability to share with other children, resolve the small conflicts that arise in day-to-day life, or concentrate on learning. Their frustrations may cause a range of antisocial, disruptive, overly compliant or withdrawn behaviours.

All staff will work to ensure that:

- Children feel listened to, valued and respected
- Staff are aware of indicators of abuse and know how to share their concerns appropriately
- All paid and unpaid staff are subject to rigorous recruitment procedures
- All paid and unpaid staff are given appropriate support and training

Staff play a crucial role in helping to identify welfare concerns, and indicators of possible abuse or neglect, at an early stage. Sunrise Primary & Nursery School is committed to referring those concerns via the Designated Child Protection Officer to the appropriate organisation, normally local authority children's social care, contributing to the assessment of a child's needs and, where appropriate, to ongoing action to meet those needs.

In order to ensure children are adequately protected, we will ensure that:

- We have a designated child protection officer (CPO) who attends multi-agency training at least once every two years
- All staff are trained in basic Child Protection awareness as part of their induction and then every three years
- All staff have read and understand the Child Protection Policy and are aware of the indicators of child abuse and how to respond to concerns or disclosures of abuse by children
- All children and young people understand about keeping safe and having trusted adults to whom they can talk to. Parents/carers are familiar with the Child Protection Policy
- The child protection policy is reviewed on an annual basis by the CPO and staff.

Recognising Abuse

Safeguarding and promoting the welfare of children is defined in Working Together to Safeguard Children (2010) as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing 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 for example, via the internet. They may be abused by an adult or adults, or another child or children.

The Children Act 1989 introduced the concept of **significant harm** as the threshold that justifies compulsory intervention in family life in the best interests of children, and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development:

- It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. This can also occur when a child is a young carer for a parent who is disabled, has mental health problems or misuses alcohol or drugs.
- It may involve seeing or hearing the ill-treatment of another – for example where there is fighting or violence in the home.
- It may involve serious bullying (including via electronic media), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

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 or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - protect a child from physical and emotional harm or danger;
 - ensure adequate supervision (including the use of inadequate caregivers); or
 - ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The Child Protection Officer

The designated child protection officer (CPO) takes the lead responsibility for child protection, including support for other staff and information sharing with other agencies, developing policies and staff training. Most settings have one CPO although it is good practice for settings to have a Deputy CPO. Usually, the Manager is the named person who responds to [allegations](#) made against members of staff as they will be conducting any investigations in line with the Local Authority Designated Officer (LADO).

The CPO should be a senior member of staff with the authority and seniority to carry out the functions of the role.

CPO Responsibilities

- Refer suspected abuse and neglect to the appropriate Local Authority's First Response Service (Children's Social Care).
- Report [allegations](#) made against members of staff to the Local Authority Designated Officer or LADO [and](#) Ofsted.
- Develop and update the [Child Protection and other safeguarding policies](#), ensuring that staff and children/families/parents are aware of them
- Provide support and advice to all members of staff within the setting regarding child protection concerns
- Keep the Manager informed about any issues that arise
- Ensure that cover is provided for the role when absent from the setting
- Ensure that a child's child protection file is copied for the new educational establishment when a child moves educational settings, and that this file is transferred securely and separately from the main pupil file.
- Ensure that all staff receive appropriate [Child Protection and Safeguarding Training](#), and maintain training records
- Cooperate with any requests for information from the local authority, such as Child Protection training returns and self-evaluative forms for safeguarding and child protection, in compliance with Section 11, Children Act 2004

Other Staff's Responsibilities

It is the responsibility of all other members of staff to ensure that all safeguarding concerns, both minor and serious, are reported to the CPO as soon as reasonably possible.

The CPO may have other information regarding a child, young person or their family of which other staff may not be aware. Minor concerns may take on greater significance within the wider context of knowledge of a child or family that the CPO may have.

Child Protection Procedures

1. **You have a concern about a child / young person's wellbeing,** based on:

- a. Something the child / parent has told you
- b. Something you have noticed about the child's behaviour, health, or appearance
- c. Something another professional said or did

Even if you think your concern is minor, the CPO may have more information that, together with what you know, represents a more serious worry about a child.

It is never your decision alone how to respond to concerns – but it is always your responsibility to share concerns, no matter how small.

2. **Decide whether you need to find out more** by asking the child or their parent to clarify your concerns, being careful to use open questions:

...beginning with words like: 'how', 'why', 'where', 'when', 'who'?

Only ask further questions if absolutely necessary. Be very careful in your approach as it could be seen to be taking a role beyond your remit and jeopardise subsequent investigations.

3. **Let the child / parent know what you plan to do next** if you have heard a disclosure of abuse or you are talking with them about your concerns. Do **not** promise to keep what s/he tells you secret.

...for example, 'I am worried about your bruise and I need to tell Mrs Smith so that she can help us think about how to keep you safe'

4. **Inform the CPO immediately.** You may also contact Children's Social Care for advice. The number is 0208.4891192. If the CPO is not available, inform their Deputy. If neither are available, speak to another senior member of staff. If there is no other member of staff available, you must make the referral yourself.

5. **Make a written record** as soon as possible after the event, noting:

- a. Name of child
- b. Date, time and place
- c. Who else was present
- d. What was said / What happened / What you noticed
... speech, behaviour, mood, drawings, games or appearance

- e. If child or parent spoke, record their words rather than your interpretation
 - f. Analysis of what you observed & why it is a cause for concern
6. The CPO may **take advice from the First Response Service (Children's Social Care)**
 7. The CPO makes the **referral to the First Response Service (Children's Social Care)**. The referral will note all previous intervention by the nursery with the child, any relevant history relating to the child, their siblings or the family.
 8. The **CPO shares information with other relevant professionals**, recording reasons for sharing information and ensuring that they are aware of what action the other professionals will take as a result of information shared
 9. The **CPO informs parent that they have made a CP referral**, if the parent does not already know, and if there is no reason not to let them know

...The First Response Service (Children's Social Care) may suggest to delay informing the parent where it is believed it could place the child at greater risk

...or in cases of suspected Fabricated or Induced Illness by proxy, the parent is not informed that this is being considered
 10. The **CPO remains in close communication with other professionals around the child / young person** and with the family, in order to share any updates about the child / young person

If a child protection investigation is pursued, the CPO and other key nursery staff will:

- Work closely and collaboratively with all professionals involved in the investigation, to keep the child safe
- Attend a child protection conference when invited and provide updated information about the child
- Attend any subsequent child protection review conferences.
- Attend core group meetings and take an active role in the implementation of the protection plan.

Safe Practice

Safer Recruitment

[Safeguarding Children and Safer Recruitment in Education \(2007\)](#) outlines Safer Recruitment processes in education settings. At least one member of staff on every recruitment panel has undertaken training in [Safer Recruitment](#).

Safer Recruitment processes aim to:

1. Deter potential abusers by setting high standards of practice and recruitment.
2. Reject inappropriate candidates at the application and interview stages
3. Prevent abuse to children by developing robust policies and agreeing on safe practice

Please refer to Sunrise's Recruitment Policy for procedures on Safe Recruitment.

Allegations Against Staff

Allegations of abuse can be made by children and they can be made by other concerned adults.

All allegations against staff or volunteers should be immediately brought to the attention of the Manager.

In all cases, the LADO (Local Authority Designated Officer), who is one of the Child Protection Advisers, should be notified.

The Manager should take the following actions:

- Ensure that the child reporting the allegation is safe and away from the member of staff against whom the allegation is made
- Make a referral to the Children's Service where the child resides, if appropriate
- Contact the LADO in Haringey immediately
- Contact the parents/carers of the child, following advice from the LADO
- Suspend the member of staff or review his/her working arrangements, pending the investigation, following advice from the LADO
- Attend strategy meetings convened by the LADO and act upon the decisions made at these meetings

Suspension should be considered when:

- There is a cause to suspect a child is at risk of significant harm or
- The allegation warrants investigation by the police or
- The allegation is so serious that it might be grounds for dismissal

Any disciplinary investigation should be carried out once the child protection investigation has been completed. Sunrise has a responsibility to refer to the DBS (Disclosure and Barring Service) if the allegation has been founded (whether the adult has been dismissed or resigned).

Visitors

- All visitors MUST sign in. ID should be gained if possible.
- No visitors, including tradespeople, should be allowed to wander around the premises unaccompanied when children are present.
- Staff should be alert to strangers frequently waiting outside a venue with no apparent purpose.
- Children should not be collected by people other than their parents unless written notification has been received in advance;
- If a child is not collected after a session it is reasonable to wait approximately half an hour for a parent or carer to arrive. If the parent or carer cannot be contacted, staff should contact the First Response Service.

Supporting Nursery Provision

Many other aspects of nursery provision support the aims of this policy. Nurseries play an important role in making children aware both of behaviour towards them that is not acceptable, and of how they can help keep themselves safe.

The PSE curriculum provides opportunities for children to learn about keeping safe. Discussions about personal safety and keeping safe can reinforce the message that any kind of violence is unacceptable; let children know that it is acceptable to talk about their own problems, and signpost sources of help.

Use of Force, Restraint and Positive Handling

The law forbids members of staff from using any degree of physical contact that is deliberately intended to punish a child, or that is primarily intended to cause pain or injury or humiliation.

Staff are allowed to use reasonable force to control or restrain children under certain circumstances. In some circumstances, authorised members of staff can restrain children in order to protect them and others. This will be recorded and parents/carers informed on the same day.

Any concerns or allegations that a member of staff may have acted inappropriately should be brought to the Manager immediately, in confidence. The Manager, in turn, will contact the Local Authority Designated Officer (LADO). Please refer to Sunrise's Behaviour Management Policy.

Staff Conduct

In order to protect children and members of staff, we encourage staff to follow our professional code of conduct. This covers appropriate dress, the use of appropriate boundaries, social contact outside setting (including on social networking sites), the receiving and giving of gifts and favouritism, and the safe use of technology.

STAFF CODE OF CONDUCT:

- Being alone with the child / young person
- Physical contact / restraint
- Social contact outside setting / appropriate boundaries
- Gifts & favouritism
- Behaviour management
- Intimate care
- Safe use of technology (Security / Internet / mobile phones / digital images of children, etc)

Child Protection Training

The CPO will keep detailed records of all staff's child protection training and will issue reminders when training updates are required. We include a safeguarding and child protection agenda item in all staff meetings.

All paid and unpaid members of staff, undertake single-agency, basic awareness child protection training once every three years.

In addition, the designated members of staff will undertake multi-agency training every two years.

Implementation, Dissemination & Review Strategies

This policy is reviewed annually by the CPO and staff.

All members of staff read and agree to the child protection policy before the start of their employment. See Staff Acknowledgement Form.

All parents/carers are asked to read and agree to the policy, and are therefore aware our safeguarding responsibilities before enrolment. It is important for families to be aware of actions staff may take if there are any concerns for a child's safety, and for them to understand that they might not be consulted before action is taken. Knowing about child protection procedures ahead of time helps parents to engage better in the process, meaning that change is more likely to take place.

Copies of this) are easily accessible in the following areas:

- School's office – policy folder

Appendices

1. Key Contacts in Child Protection
2. Staff acknowledgement form
3. Parent acknowledgement form

This policy links to:

- camera/mobile phone use
- Recruitment of staff and staff code of conduct
- Behaviour Management Policy

This policy was adopted on 28 March 2013

Date to be reviewed: 28 March 2014

Signed on behalf of the Management Committee

Name of signatory: Mary Anne Lovage

Role of signatory: Chairperson

Appendix 1: Key Contacts in Child Protection

Children's Social Care

- [First Response Service](#): 020 8489 4592 / 5652 / 5762 / 2110
- Emergency Out of Hours Duty Team (5pm - 9am weekdays and weekends): 020 8348 3148
- Child Protection Advisors: 020 8489 5426 / 7976 / 5462 / 1061
- Local Authority Designated Officer (LADO): 020 8489 1406
- [Private Fostering](#): 0800 634 0480
- [Disabled Children's Team](#): 020 8489 3672 / 3675
- [Children in Care Services](#)
 - [Looked After Children \(Fostering\)](#): 020 8489 3754
 - [Adoption Service](#): 0208 489 4610
 - [Leaving care](#): 020 8489 5800
 - [Education for Children in Care](#): 020 8489 3767

Metropolitan Police

- Child Abuse Investigation Team: 020 8345 2246
- Control Room (Reporting Missing Children): 020 8345 1212
- Emergencies: 999

NHS Haringey

- Designated Nurse for Child Protection: 020 8442 5409
- Designated Doctor for Child Protection: 020 7405 9200 ext 5137 or 07795 665 706
- Named Nurse for Child Protection: 020 8489 3096 or 07970 269 539
- Named Doctor for Child Protection: 020 8448 5540 or 07795 665 706

Education Services

- Early Years Team: 0208489 3498

Haringey Local Safeguarding Children Board

- 48 Station Road, London N22 7TY
Email: lscb@haringey.gov.uk
Tel: 020 8489 1472

Alcohol & Drug Support

- [In-Volve Haringey](#): 020 8493 8525
- [Narcotics Anonymous](#): 0300 999 1212
- [Alcoholics Anonymous](#): 0845 769 7555
- [Al Anon & Al A Teen](#): 020 7403 0888

Domestic Violence Support

- [National Domestic Violence Helpline](#): 0808 2000 247 (24 hrs)
- [Haringey Police Community Safety Unit](#): 020 8345 1941
- [Haringey Victim Support](#): 020 8888 9878
- [Hearthstone - Haringey Domestic Violence Advice & Support Centre](#): 020 8888 5362 Monday to Friday 10am - 4pm
- Emergencies: 999

Young Carers Support

- [NCH Haringey Young Carers Project](#): 020 82117764

Appendix 2: Staff acknowledgement form

Name	<input type="text"/>
Job Title	<input type="text"/>
I have read this Child Protection Policy and I understand my role with regards to Child Protection in this setting	<input type="checkbox"/>
Signature	<input type="text"/>
Date	<input type="text"/>

Appendix 3: Parent / Carer acknowledgement form

Sunrise Primary & Nursery School has a child protection policy which means that staff will do everything they can to make sure that all the children in the nursery and the primary are free from harm, either in the school or when the children are away from the school.

To help staff keep your child safe, every member of staff must have training in child protection at least once every three years, and the school has a designated Child Protection Officer who looks into any worries about children in the nursery, and who looks out for children who are thought to be at risk.

Sunrise Primary & Nursery School will inform the local authority if there are any significant reasons to be worried about your child's wellbeing. The school may become worried about a child if they notice behaviour and mood changes, physical marks, worrying play or social behaviour, or if a family member or a child says something that makes the school think that the child might be at risk of harm.

The school will usually inform you that they are making a child protection referral, but they are not required to tell you, nor do they need your consent to make a referral.

Name of Child	<input type="text"/>
Child's Date of Birth	<input type="text"/>
Name of Parent / Carer (1)	<input type="text"/>
Relationship to Child	<input type="text"/>
I have read this Child Protection Policy and I understand the actions that might be taken if there are any concerns about my child	<input type="checkbox"/>
Signature	<input type="text"/>
Date	<input type="text"/>
Name of Parent / Carer (2)	<input type="text"/>
Relationship to Child	<input type="text"/>
I have read this Child Protection Policy and I understand the actions that might be taken if there are any concerns about my child	<input type="checkbox"/>
Signature	<input type="text"/>
Date	<input type="text"/>