



Get up and Go! (Gateshead) CIC

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Child Protection Policy

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Written by	Gina Backhouse
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Introduction

As an Ofsted registered provider we are legally obliged to fulfil the requirements as stated in the Children Acts (1989, 2004) and the Early Years Foundation Stage (2014). This states that 'Providers must have and implement a policy and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB)'; 'A practitioner must be designated to take lead responsibility for safeguarding children in every setting. The lead practitioner is responsible for liaison with local statutory children's services agencies and with the LSCB. They must provide support advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required.'; 'The lead practitioner must attend a child protection course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect.'; 'Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues'; 'Providers must have regard to the Government's statutory guidance 'Working together to safeguard children 2013'; 'If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police'; 'Registered providers must inform Ofsted of any allegations of serious harm or abuse by any person working or looking after children on the premises or elsewhere. Registered providers must also notify Ofsted of the action taken in respect of the allegations, these notifications must be made as soon as practicably possible but at the latest within 14 days of the allegation being made.' 'A registered provider who without reasonable excuse'; 'Registered providers must notify Ofsted of:

- any change of provider or person in charge
- any change of persons of 16 years or over living or working on childminding premises
- any change proposed in the hours during which childcare is provided which will entail the provision of overnight care
- any significant event which is likely to affect the suitability of the registered person or any person caring for the children on the premises to look after children
- any change in their name or address
- any change in the name of a body, the registered number of a company, or any change in the name or registration number of a charity
- any change in the childcare category applicable to a registered person
- any change in the address of premises

Where there is a change of provider or person in charge, or of any change in persons of 16 years or over living or working on the premises, the information to be provided is the new person's date of birth, name, any former names or aliases and home address'. The welfare requirements

within the Statutory Framework for the Early Years Foundation Stage require providers to take the necessary steps to safeguard and promote the welfare of children in their care. In particular, they are required to implement an effective safeguarding children policy.

Duty of Care

As childcare providers we have a duty of care to all children. This means that we must exercise a reasonable degree of attention and caution to avoid negligence which would lead to harm to other people.

Policy

As a childcare provider the safeguarding of all children in our care is of the upmost importance to us. We will strive to ensure that we care for all children in a safe environment and protect all children from neglect, physical, emotional and sexual harm at all times. We will offer a high standard of care and aim to offer all children the opportunity to thrive and succeed in a safe and loving environment. We will never leave children in our care in a position where harm may occur, and they will never be left unsupervised or supervised by an unauthorised person. We will only sign children out of our care to a suitable adult, who is authorised by written consent from the parent/carer of the child.

Staff must be able to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- significant changes in children's behaviour
- deterioration in children's general well-being
- unexplained bruising, marks or signs of possible abuse or neglect
- children's comments which give cause for concern
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- inappropriate behaviour displayed by others members of staff, or any person working with children. For example: inappropriate sharing of images

The five areas of abuse are:

Physical abuse

Possible signs and symptoms and behaviours of physical abuse are:

- Unexplained recurrent injuries or burns
- Wearing heavy clothes to cover injuries, even in hot weather
- Refusal to undress in front of others
- Bald patches of hair
- Repeated running away from home
- Fear of medical examination
- Aggression towards self and others
- Fear of physical contact, shrinking back if approached or touched

Parents will receive a start up pack that will include a body map where parents can log any existing marks that the child has. We will take note of any further knocks, burns or marks on the child stating the date, position and severity. We will record all accidents, incidents and medication in a folder, stating the dates and cause of injury. We will use a body map to show any existing injuries, and any that the child may receive in our care. The file also holds contact information for each child including the address and phone number of the child's GP. If we suspect any wrong doing we will put into practice the referral route flow chart as shown below, relaying all relevant information to the Referral and Assessment team at the Civic Centre.

Emotional abuse including bullying

Possible signs and symptoms and behaviours of emotional abuse are:

- Delayed development
- Sudden speech problems such as stammering
- Low self-esteem
- Fear of any new situation
- Neurotic behaviour (such as rocking, hair twisting, self harm)
- Extremes of withdrawal or aggression

Emotional abuse is always present with the other signs of abuse, but can also be present on its own, we will note any signs that the child is suffering from emotional abuse. Emotional abuse can include; over protection of the child, not allowing the child to explore to its natural development level or expecting too much from a child, making a child feel worthless and undervalued, or bullying and putting a child in a situation where they feel in danger or exploited. If we suspect or a child discloses emotional abuse we will take accurate notes, including what we have been told, including exact speech where possible, and share the information with the Referral and Assessment team.

Bullying

Possible signs and symptoms and behaviours of bullying are:

- Depression
- Low self-esteem
- Shyness
- Poor academic achievement
- Isolation
- Running away
- Threatened or attempted suicide

There are many types of bullying:

- Physical - pushing, kicking, hitting, pinching and other different forms of violence or threats
- Verbal – name-calling, insults, sarcasm, spreading rumours, persistent teasing
- Emotional – including not speaking to and excluding someone, tormenting, ridicule humiliation
- Cyber-bullying – the use of information and communications, technology – particularly mobile phones and the internet deliberately to upset someone else

Children in our care will always be supervised while using the computer. If we note any of the signs of bullying we will share my concerns with the parents of the child, and support the child's emotional wellbeing.

Sexual abuse

Possible signs and symptoms and behaviours of sexual abuse are:

- Sexual knowledge or behaviour that is inappropriate to the child's age
- Medical problems such as chronic itching, pain in the genitals, venereal disease
- Depression, self mutilation, suicide attempts, running away, overdoses or anorexia
- Personality changes, such as becoming insecure or clinging
- Regression 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 childminder

- Starting to wet or soil again day or night
- Becoming worried about clothing being removed
- Drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; overreacting to criticism

We will note any physical or verbal signs that any child in our care is being subjected to sexual abuse, this may be physical marks or vocabulary used. Again any signs will be recorded, stating the date and detailed notes of what we have observed or heard. This information will be shared with the Referral and Assessment team.

Neglect

Possible signs and symptoms and behaviours of neglect are:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Unusual thinness or lack of normal body weight
- Untreated medical problems
- No social relationships
- Stealing food
- Destructive tendencies

We will note any repeated signs that a child is not being cared for in a satisfactory manner and may be suffering from neglect. We will record evidence, stating dates and details, and this information will be shared with the Referral and Assessment team. Signs of neglect may include failure to provide adequate food, clothing and shelter, lack of supervision or failure to protect a child from harm. Neglect may also include preventing a child from receiving appropriate medical care.

We will review this policy annually or sooner if the need arises.

Procedure

All staff hold a current enhanced DBS certificate, as do any people over the age of sixteen who work on the premises. At least one member of staff on duty has attended a child protection awareness training course with Gateshead Council and hold a current level 1 certificate. We keep up to date with current legislation relating to safeguarding.

Before entering our care each family will be given access to all our policies, we will explain openly to the family what information we will share with other services and why. Parents/carers will be required to sign to say that they agree with this policy. If we suspect that a child is being abused we will consider whether to share my concerns with the parent/carer, or if sharing the information will put the child at further risk. Any information that we gather will be stored and shared securely.

In all instances we will record:

- the child's full name and address
- the date and time of the record
- factual details of the concern, for example bruising, what the child said, who was present
- details of any previous concerns
- details of any explanations from the parents
- any action taken such as speaking to parents

During our care of all children we will record any signs of abuse or suspected abuse, and will share our findings with the duty social worker from the Referral and Assessment team at the Civic Centre. We will follow the procedure as set out in the Referral Route flow chart as shown below. We will take any opportunity we can to teach the children how to stay safe and encourage children to talk about any issues they are worried about. The safeguarding of the child is our main priority.

If a child tells us that they or another child is being abused, we will:

- show that we have heard what they are saying, and that we take their allegations seriously.
- encourage the child to talk, but we will not prompt them or ask them leading questions. We will not interrupt when a child is recalling significant events and will not make a child repeat their account.
- explain what actions we must take, in a way that is appropriate to the age and understanding of the child.
- record what we have been told using exact words where possible.
- make a note of the date, time, place and people who were present at the discussion.

We will call the local social services' duty desk to report our concerns. We will follow this phone call up with a letter to the Duty team within 48 hours. We will record the concern and all contact with Children's Services thereafter. We will work together with other agencies to safeguard all children.

If an allegation is made against any member of staff or any other adult or child in the setting we will report it to OFSTED and Social Services, following the Local Safeguarding Children Board procedures

We have a copy of the booklet "What to do if you're worried a child is being abused", produced by the Department for Children, Schools and Families (DCSF). We will follow the guidance and procedures in this booklet if we have any concerns.

Conclusion

Our first responsibility and priority is towards the children in our care. If we have any cause for concern we will report it to Children's Services, following the Local Safeguarding Children Board procedures.

We understand that child abuse can be physical, sexual, emotional, neglect or a mixture of these, and are aware of the possible signs and symptoms of these. We must notify OFSTED of any allegations of abuse that are alleged to have taken place while the child is in our care, including any allegations against staff, or other adults or children in the setting who have had contact with children.

Referral Route Flow Chart

Record thoroughly basic details including dates and times. Talk to parents/carers about concerns if appropriate.



Phone the Referral and Assessment Team at the Civic Centre
0191 433 2653 (office hours: Monday – Friday 8.30am-5pm)
0191 477 0844 (out of hours, at night, at weekends and bank holidays)



Speak to duty social worker from the Referral and Assessment Team



Pass on my concerns, which I have recorded and follow up in writing within 48 hours



They will decide if they need to have an initial assessment of the child



They will decide if there is to be an investigation meeting



They may decide that there is no further action or it could be that they confirm that the child is a
 “child in need”.



Inform the OFSTED complaints, investigation and enforcement team (0845 640 4040) or (0300 123 1231)

Signed _____ (Director and registered person)

Date _____

Signed _____ (Director and registered person)

Date _____

Useful numbers

Gateshead Referral and Assessment Team	0191 433 2653 (office hours: Monday – Friday 8.30am-5pm) 0191 477 0844 (out of hours, at night, at weekends and bank holidays)
Local police station - Gateshead High West Street, Gateshead. NE8 1BN	101 or 07786 200 815
OFSTED	0300 1231231
Local Authority Designated Officer (LADO). This number can be used to report any accusations made against staff.	Nicholas Leon 0191 4333 554 or nicholasleon@gateshead.gov.uk
NSPCC child protection helpline – 24-hour helpline for people worried about a child	0808 800 5000
Local Early Years Team	0191 433 5120 info@gatesheadearlyyears.org

