



Child Protection Policy

At Kingfisher Preschool, our prime responsibility is the well-being and welfare of the children in our care. We believe we have a duty to our children, parents/carers and staff to act quickly and responsibly in any instance of concern that comes to our attention. Kingfisher Preschool has a duty to report any suspicions of abuse and neglect to the Local Authority who have a duty to investigate such matters. The preschool will follow any child protection procedures laid out by the Local Authority and will seek their advice on all steps subsequently taken.

It is the policy of the preschool to provide a secure and safe environment for all children in our care. We aim to:

- Ensure that children are never placed at risk whilst in the charge of preschool staff.
- Ensure that confidentiality is maintained at all times.
- Ensure that all staff is familiar with child protection issues and procedures.
- Regularly review and update this policy.

Kingfishers have 3 designated child protection officers.

- **Gemma Peck (Manager)**
- **Amanda Smith (Supervisor and SENCO)**
- **Denise Packham (Supervisor)**

All staff have completed Child Protection Training to the appropriate level. All staff will retrain or complete refresher course every **3 years**.

The supervisors along with the Manager (Gemma Peck) will have responsibility for appropriate staff training and support, information dissemination to staff, liaison with child protection services and OFSTED. These people will ensure that all staff regularly updates their training and awareness on child protection issues.

All documents relating to children with child protection notes will be stored in a locked cabinet. They will be stored in a separate drawer to children's applications and details.

Definition of Child Abuse

Child abuse is the ill treatment or neglect of a child under the age of eighteen years of age. A child who has suffered from physical injury, physical neglect, failure to thrive, emotional or sexual abuse by a person who has custody, charge or care of the child. Either caused or knowingly failed to prevent.

If a child is found to be injured or there is cause for concern about a child's welfare, this will be discussed on most occasions with the parent/carer. In some cases of suspected abuse the parents/carers may not be informed first, this is done in order to provide protection for the child. Our aim is to work with the parents/carers in an open and professional manner in the interests and well-being of the child.

Action in the event of concern

Should any member of staff have concerns for the welfare of a child they will immediately inform the designated child protection person for their setting. It is not the preschool's staff responsibility to investigate the suspected abuse. However, the staff will keep factual, accurate records of their observations and of anything said to them by a child or others in connection with the concerns over child protection issues. These records will include the child's name, date, and the names of others involved in the disclosure and be written up on the day of the disclosure. The preschool believes that they should always listen to the children's voice. Strict confidentiality will be adhered to at all times.

Physical Abuse

Examples of physical abuse may include hitting with hands, stick or strap, shaking, squeezing, kicked, poisoned, burned, slapped or having objects thrown at them.

Staff will take action if there is reason to believe a child is suffering or has suffered physical abuse.

Procedure

1. Alert the designated child protection officer immediately of your concerns, and discuss next steps.

2. Any sign, mark or injury to a child will be recorded on a body map, signed and dated. (See Appendix 1)
3. Discuss any concerns with the parents/carers with the child protection officer present.
4. Such discussions will be recorded and parents/carers will have access to view such records.
5. If staff remain concerned regarding the injury the Designated Child Protection Officer will contact **Multi-Agency Safeguarding Hub (MASH)** at West Sussex County Council.
6. Follow any advice they may give you.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to a child that s/he is worthless, unloved, inadequate, or valued only insofar as s/he meets the needs of another person
- Imposing developmentally inappropriate expectations e.g. interactions beyond the child's developmental capability, overprotection, limitation of exploration and learning, preventing the child from participation in normal social interaction
- Causing a child to feel frightened or in danger e.g. witnessing domestic violence, seeing or hearing the ill treatment of another
- Exploitation or corruption of a child

Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone.

Staff will take action if there is reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child likely to be caused by persistent ill treatment or rejection.

Procedure

1. Alert the designated child protection officer immediately of your concerns and discuss next steps.
2. Record factual details of your concerns which are signed and dated.
3. Discuss any concerns with the parents/carers with the child protection officer present.
4. Such discussions will be recorded and parents/carers will have access to view such records.
5. If staff remain concerned regarding the injury the Designated Child Protection Officer will contact **Multi-Agency Safeguarding Hub (MASH)** at West Sussex County Council.
6. Follow any advice they may give you.

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 and development.

Once a child is born, neglect may involve failure to:

- Provide adequate food, clothing or shelter (including exclusion from home or abandonment)
- Protect from physical and emotional harm or danger
- Meet or respond to basic emotional needs
- Ensure adequate supervision including the use of adequate care-takers
- Ensure access to appropriate medical care or treatment
- Ensure that her/his educational needs are met
- Ensure that her/his opportunities for intellectual stimulation are met

Staff will take action if there is reason to believe that persistent or severe neglect of a child which results in serious impairment of the child's health and / or development including failure to thrive.

Procedure

1. Alert the designated child protection officer immediately of your concerns and discuss next steps.
2. Record factual details of your concerns which are signed and dated.
3. Discuss any concerns with the parents/carers with the child protection officer present.
4. Such discussions will be recorded and parents/carers will have access to view such records.
5. If staff remain concerned regarding the injury the Designated Child Protection Officer will contact **Multi-Agency Safeguarding Hub (MASH)** at West Sussex County Council.
6. Follow any advice they may give you.

Sexual Abuse

A child is sexually abused when they are forced or persuaded to take part in sexual activities. Activities may involve physical contact, including penetrative and non-penetrative acts. Sexual activities may also include non-contact activities, and can happen online, e.g. involving a child in looking at / production of abusive images, watching sexual activities or encouraging her/him to behave in sexually inappropriate ways. It may include use of photos, pictures, cartoons, literature or sound recordings via internet, books, magazines, or CDs.

Staff will take action if they witnessed occasions where a child indicated sexual activity through words, play or drawings. Action will also be taken if the child has an excessive

preoccupation with sexual matters or has an inappropriate knowledge of adult sexual behaviour.

Procedure

1. Alert the designated child protection officer immediately of your concerns and discuss next steps.
2. Record factual details of your concerns which are signed and dated.
3. The Designated Child Protection Officer will always contact **Multi-Agency Safeguarding Hub (MASH)** at West Sussex County Council.
4. The preschool and CAP will agree on who informs the parents/carers of any concerns.
5. Follow any guidelines instructed by CAP.

Reports to the Manager and Management Committee

All instances where the procedures set about above have been actioned will be reported as soon as possible to the Manager and to the Management Committee and the next meeting of the Management Committee.

Staff concern that action is not being taken

There may be concern, although highly unlikely, that staff feel the designated child protection officer is not taking the appropriate action keep a child from being exposed to potential harm. If staff believe this to be the case, they should discuss their concerns firstly with the Manager, and if they still believe the appropriate action isn't being taken they should talk to the Chair of the Management Committee. If despite discussing their concerns will all these people, then they should regard themselves as having responsibility to directly raise the issue with the Child Protection Unit.

West Sussex Child Protection Contact Details

If any issues regarding the welfare of a child contact should be made with **Multi-Agency Safeguarding Hub (MASH)**

Apart from in the instance of sexual abuse being suspected consent from the parents and / or carers should be sort to make a MASH referral. The member of staff making the referral needs to ensure that a 'Consent for support from an outside agency' form is filled in and signed. This form, along with a paper copy of the email sent to MASH will be sorted in the child protection folder.

If staff are in any doubt about whether a referral should be made, refer to guidance set out in **West Sussex Continuum of Need Threshold Guidance** .

During office hours:

Telephone: 01403 229 900

Or email: MASH@westsussex.gcsx.gov.uk

Or fill in an online form: <https://www.westsussex.gov.uk/social-care-and-health/social-care-and-health-information-for-professionals/children-and-families-referral/>

The out of office hours (5pm – 8am weekdays) and 24-hour emergency number on weekends and bank holidays is 0330 222 6664 or email MASH@westsussex.gcsx.gov.uk ensuring that you put in the subject box: **ALERT FOR EDT**.

When you contact these numbers you will speak to a qualified social worker. They will take full details of the child and your concerns and will either:

- Provide advice and information, or
- Direct you to an appropriate team or organisation, or
- Make a formal referral to the social care team

Early Help Contact Information

- WorthingFSN@westsussex.gcsx.gov.uk
- earlyhelpgeneral@westsussex.gcsx.gov.uk
- Early Help Duty Line: 07841867340

Allegations Made Against A Member of Staff

Any allegation made against a member of Kingfisher Preschool Staff will be treated seriously and will be immediately investigated. An initial investigation by the management will take place to determine the exact nature of the allegation. LADO (Local Authority Designated Officer) will be contacted and advice sought from them. The Pre-School Learning Alliance legal

team will be contacted and advice sought from them also. If appropriate and following discussions with the Manager and the Chair of the Management Committee, the member of staff will be suspended pending the final outcome of the investigation. Following investigations, if there is evidence to substantiate the allegations disciplinary action will be taken. If a member of staff is dismissed or removed from regulated activity because they have harmed or posed a risk of harm to a child, then we have a legal duty to refer the person to the Disclosure and Barring Service. If the allegations are found to be unsubstantiated, all relevant parties will be informed and it will be made clear that the member of staff will be exonerated.

Any allegations against staff will be reported to Ofsted and LADO within 14 days, and they will be informed of the outcome of any investigations.

At Kingfisher Preschool we take child protection very seriously. It should therefore be noted that action will be taken against persons making allegations that are founded to be malicious or mischievous.

Contact Details

LADO (Local Authority Designated Officer)

Lindsey Tunbridge-Adams

Lindsey.Tunbridge-Adams@westsussex.gov.uk

Tel: 0330 222 3339

The Assistant LADO

Claire Coles

Claire.Coles@westsussex.gov.uk

Tel: 0330 222 3339

OFSTED

Tel: 0300 123 1231

Website: www.ofsted.gov.uk

DBS Helpline: 01325 953795

DBS website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Pre-School Learning Alliance LAWCALL

Information Services Team

Pre-school Learning Alliance National Centre
The Fitzpatrick Building
188 York Way
London
N7 9AD
Tel: 020 7697 2595
Fax: 020 7697 8607
Email: info@pre-school.org.uk
Web: www.pre-school.org.uk

Date: 6th October 2017

Review Date: October 2018

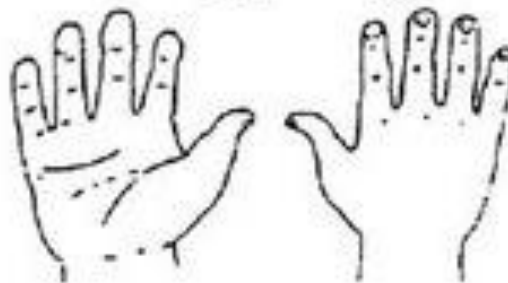
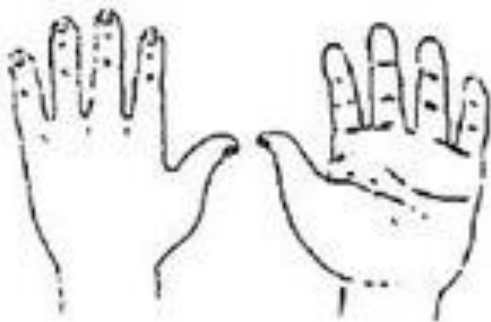
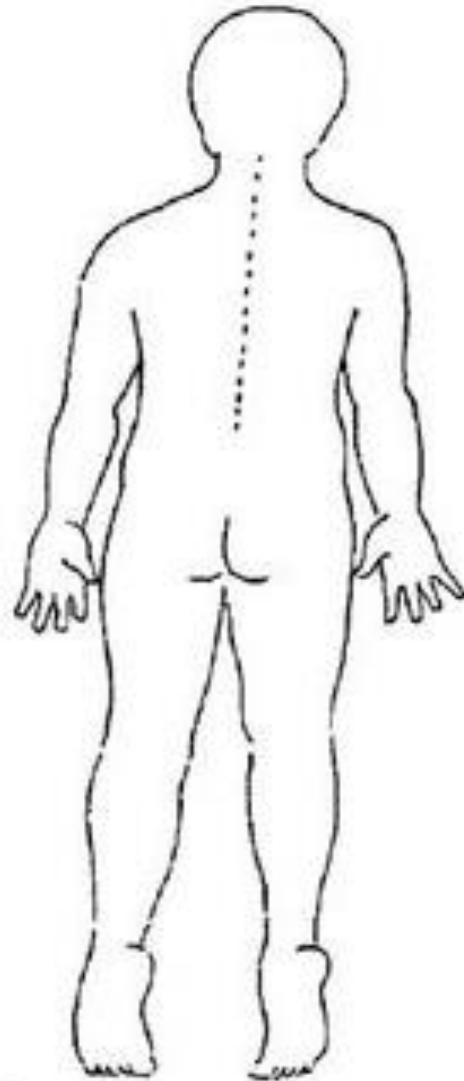
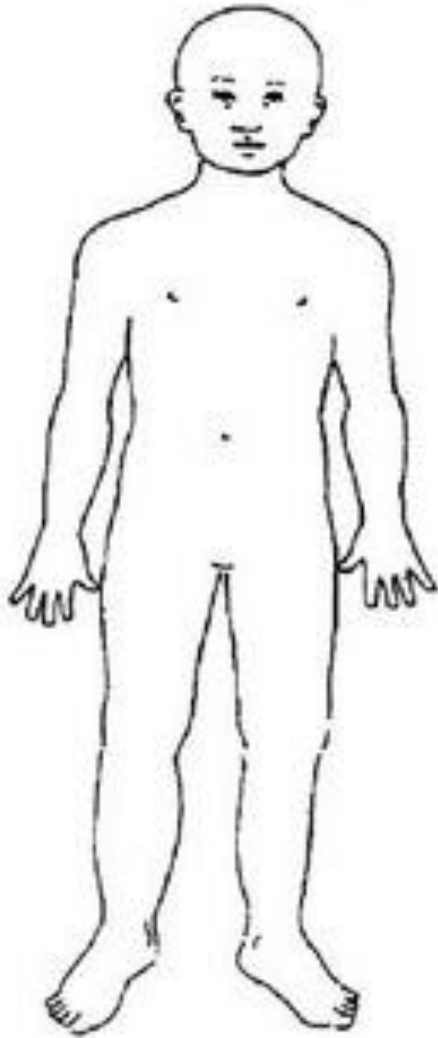
Signed:

Kingfisher Preschool Manager

APPENDIX 1

Body Map

Child's name: _____ Date: _____



Details:

Staff Member Signature:

Date:

APPENDIX 2**Child of Concern**

Child's name: _____ Date: _____

Staff member: _____

Details of concern: _____

Action taken: _____

Staff Signature: _____

Child Protection Officer Signature: _____

Staff Signatures:

I confirm that I have fully read and understand this policy. I will adhere to and follow the directives laid out in this policy.

PRINTED NAME	POSITION	SIGNAUTRE	DATE