



www.staffsscb.org.uk



www.safeguardingchildren.stoke.gov.uk

SECTION 6A

CHILD PROTECTION POLICY FOR COTON GREEN CHURCH PRESCHOOL

1. This organisation believes that children must be protected from harm at all times.
2. We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
3. We want children who use or have contact with this organisation to enjoy what we have to offer in safety.
4. We want parents and carers who use or attend our organisation to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.
5. We will achieve this by having an effective child protection procedure and following National and Local guidance; Working Together to Safeguard Children 2010 (Department for Children Schools and Families - DCFS) and the Staffordshire and Stoke on Trent Safeguarding Children Board Child Protection Procedures – www.staffsscb.org.uk; www.safeguardingchildren.stoke.gov.uk
6. If we discover or suspect a child is suffering harm we will notify social services or the police in order that they can be protected if necessary.
See Appendix A for the categories of abuse
7. This child protection policy and our child protection procedure apply to all staff, volunteers and users of [insert name] and anyone carrying out any work for us or using our premises.
8. We will review our child protection policy and procedures at least every 2 years to make sure they are still relevant and effective.

Signed: _____

Date:

Jo Scott Preschool Manager

Review Date: July 2020

CHILD PROTECTION PROCEDURE FOR (ORGANISATION)

1. There will be a named person for child protection who will be responsible for dealing with any concerns about the protection or welfare of children. This person is currently Jo Scott. For further details of their role please see **Appendix B**.
2. All staff and volunteers will be carefully selected and vetted to try and ensure they do not pose a risk to children or vulnerable adults (**See Appendix C**). Those staff and volunteers who are involved in regulated activity with children, young people and vulnerable adults will be checked through the **Disclosure and Barring Service (DBS)**¹.

Please see either:

SSCB Inter Agency procedure 2C – ‘Recruitment and Selection for All’ at;

www.staffsscb.org.uk/professionals/procedures/stratarrangementforsafeguarding/

SCB Inter Agency procedures recruitment and selection -
www.safeguardingchildren.stoke.gov.uk

3. All staff and volunteers will receive information and basic training in safe conduct and what to do if they have concerns about a child. This will include information on recognising where there are concerns about a child, where to get advice and what to do if no one seems to have taken their concerns seriously. For advice on training please refer to www.staffsscb.org.uk/professionals/Inter-Agencytraining/ or www.safeguardingchildren.stoke.gov.uk
4. We will endeavour to make this organisation a safe and caring place for children to be by having a code of conduct for staff and users. This will be given to all staff and users and they will be expected to comply with it. See **Appendix C**.
5. Any information given to users about activities of the organisation will include information about the child protection policy and procedure. Parents and carers of any children using supervised activities for children will be given specific information about the child protection policy and procedure. See **Appendix D**.
6. There will be a complaints procedure, see **Appendix E**

¹ The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

Appendix A

Categories of Abuse

Recognising the Signs and Symptoms of Abuse

It is important in this section to provide definitions of abuse and the organisation should advise that all staff need to familiarise themselves with these definitions. It is also important in this section that you reflect your organisations commitment to ensuring that all workers have a basic awareness of child abuse and how you will ensure this happens i.e. through training. More information regarding training can be sourced at: www.staffsccb.org.uk/professionals/Inter-Agencytraining
www.safeguardingchildren.stoke.gov.uk

The Department for Children, Schools and Families document Working Together to Safeguard Children (2010) defines the main categories of child abuse, which is also used for the purposes of drawing up child protection plans for children at risk of harm. The categories are as follows:

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 care-givers); or
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person 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.

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. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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

Signs and Symptoms of Abuse

There is no clear dividing line between one type of abuse and another. The following section is divided into four areas to help categorise what may be seen or heard. Children/young people may show symptoms from one or all of the categories. This should not be used as a checklist. Workers and volunteers should be aware of anything unusual displayed by the child.

PHYSICAL SIGNS OF ABUSE	<ul style="list-style-type: none">• Bruise marks consistent with either straps or slaps• Undue fear of adults - Fear of going home to parents or carers• Aggression towards others• Unexplained injuries or burns – particularly if they are recurrent and especially in non mobile babies• Any injuries not consistent with the explanation given for them• Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc• Reluctance to change for, or participate in games or swimming• Bruises, bites, burns, fractures etc which do not have an
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	<p>accidental/ satisfactory explanation</p> <ul style="list-style-type: none"> • Cuts/scratches/substance abuse • Hitting (with the hand or implement) smacking, punching, kicking, slapping, twisting/pulling ear, hair or fingers, holding/squeezing with a tight grip, biting, and burning • Fabricated illness –see SSCB website for the procedure inc signs and symptoms
NEGLECT	<ul style="list-style-type: none"> • Exposure to danger/lack of supervision • Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc. • Injuries that have not received medical attention • Inadequate/inappropriate clothing • Constant hunger • Poor standards of hygiene • Untreated illnesses • Persistent lack of attention, warmth or praise
EMOTIONAL SIGNS OF ABUSE	<ul style="list-style-type: none"> • Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/ aggression, extreme anxiety • Nervousness, frozen watchfulness • Obsessions or phobias • Sudden under-achievement or lack of concentration • Inappropriate relationships with peers and/or adults • Attention-seeking behaviour • Persistent tiredness • Running away/stealing/lying • Humiliating, taunting or threatening a child whether in front of others or alone. • Persistent lack of attention, warmth or praise. • Shouting/yelling at a child • Radicalisation – use of inappropriate language, possession of violent extremist literature, behavioural changes, the expression of extremist views, advocating violent actions and means, association with known extremists, seeking to recruit others.
INDICATORS OF POSSIBLE SEXUAL ABUSE	<ul style="list-style-type: none"> • Language and drawing inappropriate for age. • Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour • Regularly engages in age inappropriate sexual play • Sexual knowledge inappropriate for their age • Wariness on being approached • Soreness in the genital area or unexplained rashes or marks in the genital areas • Pain on urination

- | | |
|--|---|
| | <ul style="list-style-type: none">• Difficulty in walking or sitting• Stained or bloody underclothes• Recurrent tummy pains or headaches• Bruises on inner thigh or buttock.• Any allegations made by a child concerning sexual abuse• Sexual activity through words, play or drawing• Child who is sexually provocative or seductive with adults• Inappropriate bed-sharing arrangements at home• Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations• Eating disorders - anorexia, bulimia• Unaccounted sources of money• Telling you about being asked to 'keep a secret' or dropping hints or clues about abuse. |
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**Remember- Signs and symptoms often appear in a cluster, but also many of the indicators above may be caused by other factors- if in doubt check it out.
The most important factor is a report by the child**

APPENDIX B

DESIGNATED CHILD PROTECTION PERSON

1. This organisation will have a dedicated person to take responsibility for child protection matters.
2. They will be selected by the Operations Manager of Coton Green Church and the Preschool Manager.
3. They should ideally be someone with some knowledge or expertise in the field of child protection and/or childcare. If the organisation does not have a person who already has this knowledge s/he should be given **specialist training** as quickly as possible to undertake the role. For details of training available locally check www.staffsscb.org.uk/professionals/Inter-Agencytraining
www.safeguardingchildren.stoke.gov.uk
4. Because of their key role in keeping children safe, enhanced level DBS checks will be undertaken and 2 references taken up.
5. Their role is to;
 - Ensure the organisation's child protection policy and procedures are followed.
 - Ensure they know how to make contact with First Response-Staffordshire or for Stoke – Advice and Referral Team and the police who are responsible for dealing with child protection concerns both during and after office hours.
 - Report any concerns to First Response- Staffordshire or for Stoke – Advice and Referral Team or the police. (N.B. Urgent concerns should be reported immediately by those aware of them even if the designated person is not available.)
 - Act as a source of advice on all child protection matters and seek further advice and guidance from local statutory agencies as needed.
 - Ensure that a record is kept of any concerns about a child or adult and of any conversation or referrals to statutory agencies.
 - Maintain and regularly update their knowledge of child protection and safeguarding children through relevant training (See above)
 - Conduct regular audit activity to ensure your organisation is working in line with current practice **See Appendix F**

APPENDIX C

GUIDANCE FOR STAFF AND VOLUNTEERS

This organisation believes that **EVERYONE** has a responsibility to safeguard children from harm. Please read this guidance carefully. It will tell you what you need to know to safeguard children.

All staff and volunteers are expected to follow this guidance.

1. The Child Protection designated lead for Coton Green Church Preschool is Jo Scott]. They can be contacted by telephone 07540616940 and/or email preschool@cotongreenchurch.co.uk. If you have any queries around the welfare of any child please contact them.
2. Please read: -
 - This guidance
 - The Code of Conduct for staff and volunteers
 - 'What To Do If You're Worried A Child Is Being Abused' (DfES) and the additional information on recognising a child in need and what to do next

You must follow the advice given in the documents above. If there is anything that you do not understand or do not agree with please talk to the Child Protection designated lead about this.

3. Please attend any training and activity planning meetings that you are invited to.
4. All staff and volunteers must inform the Child Protection designated lead if they are: -
 - Charged with a criminal offence involving a child, violence, breach of trust or a criminal offence relevant to their duties, for example driving offence if they are driving as part of their duties.
 - Investigated by any authority due to concerns that you may have had involvement in causing harm to a child.
 - Diagnosed with any medical condition that may affect your ability to carry out your role with children safely, for example psychotic illness.
5. Make sure you know what to do if a child tells you or you suspect that they are being harmed.

Key points are:-

DO NOT

- Carry out your own investigation by talking to parents or carers etc.
- Put words in any child's mouth by asking direct questions such as "Did your dad do it?"
- Feel that you must inform parents/carers if you think it may put the child at risk of further harm or cause them to be silenced.
- Ignore your worry.

DO

- Ask open-ended questions to clarify your concern e.g. "What happened to your arm?"
- Listen to the child / your gut feelings.
- Take action.

Action to take:-

1. If a child has a serious injury (for example involving pain and bleeding) or is in immediate danger (for example parent has arrived to collect a child and is unfit to care for them, or a child left alone at home) dial 999 and request assistance from the ambulance service and/or police. If you know or suspect the child has come to harm through the actions of another make sure that the professional staff you hand the child over to understand this and take their name and record it. It will generally be appropriate to inform the child's parent or carers what has happened once the child is safe with an appropriate professional.
2. If it seems that a child has been abused in any way including sexual abuse (but is not in immediate danger) report this immediately to the service for the area where they live. The numbers are;

[Staffordshire's First Response](#)

0800 1313 126

8.30am – 5.00pm Monday to Thursday

8.30am- 4.30pm Friday

or

email: firstr@staffordshire.gov.uk

EDS (out of hours) Tel No. 0845 6042886
Or email eds.team.manager@staffordshire.gov.uk

Police Child Protection Unit - 0300 123 44 55 or 101 for
non emergency calls

Stoke on Trent Advice and Referral Team (ART)

01782 235100

8.30am – 5.00pm Monday to Thursday

8.30am- 4.30pm Friday

or

Emergency Duty Team (out of hours)

Tel No. 01782 234234

**Police Child Protection Unit - 0300 123 44 55 or 101 for
non emergency calls**

3. If the concern is long term rather than immediate, for example a child who is often dirty, smelly or who has disruptive behaviour, you should discuss this with the child protection designated lead who will decide whether to make a referral.
4. If you have had to make an emergency referral tell the child protection designated lead as soon as possible. They should follow up and take further advice if they think the action that First Response/Advice and Referral Team take leaves the child in danger.

Code of Conduct for Workers

1. Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.
2. Never use any kind of physical punishment or chastisement such as smacking or hitting.
3. Do not smoke in front of any child or young person.
4. Do not use unprescribed drugs or be under the influence of alcohol.
5. Never behave in a way that frightens or demeans any child or young person.
6. Do not use any racist, sexist, discriminatory or offensive language.
7. Do not give your personal contact details / personal website details to children or young people.
8. Do not use internet or web-based communication channels to send personal messages to/ befriend children / young people.
9. Do not use mobile telephones or any other devices to take images of children and young people. You should always follow your organisations policy and procedures in relation to the taking or recording of images and informed written consent from parents / carers (and the child / young person) should always be sought. For further advice and guidance on the use of social networking sites/ mobile phones/ computers/ cameras, please visit www.ceop.police.uk
10. Generally you should not give children presents or personal items. The exceptions to this would be a custom such as buying children a small birthday token or leaving present or help to a family in need such as equipment to enable them to participate in an activity. Both types of gift should come from the organisation and be agreed with the named person for child protection and the child or young person's parent. Similarly do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to the activity leader.
11. You should not invite a young person to your home or arrange to see them outside the set activity times.
12. You should not engage in any sexual activity (this would include using sexualised language) with a young person you meet through your duties or start a personal relationship with them, this would be an abuse of trust.
13. Exercise caution about being alone with a child or young person. In situations where this may be needed (for example where a young person wants to speak in private) think about ways of making this seem less secret for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly note the conversation in the log.

14. Physical contact should be open and initiated by the child's needs, e.g. for a hug when upset or help with toileting. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help.
15. Do talk explicitly to children and young people about their right to be kept safe from harm.
16. Do listen to children and young people and take every opportunity to raise their self-esteem.
17. Do work as a team with your co-workers/volunteers. Agree with them what behaviour you expect from young people and be consistent in enforcing it.
18. If you have to speak to a child/young person about their behaviour remember you are challenging 'what they did' not 'who they are'.
19. Do make sure you have read the Child Protection Procedure and that you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns.
20. Do seek advice and support from your colleagues, activity leaders or supervisors and your designated person for child protection.
21. Do seek opportunities for training such as that available through the Staffordshire or Stoke on Trent Safeguarding Children Board
www.staffsscb.org.uk
www.safeguardingchildren.stoke.gov.uk
22. Remember to enjoy yourself!

APPENDIX D

Information for Parents

We want this organisation to be a safe place for children. We have a child protection policy and procedure. You can ask for a full copy of this. Below is a brief summary of the key points.

We aim to keep children safe by:

- Having a designated person for child protection who is Jo Scott 07540616940.
- Please contact them if you have any concerns about any child or the behaviour of anyone using the project.
- Ensuring all staff and volunteers are properly checked and vetted.
- Making proper arrangements for all activities.
- Having a code of conduct for staff/volunteers and making sure that all staff and volunteers know what to do if they have concerns about a child.
- Having a code of conduct for everyone using the project.
- Following National and Local Child Protection Procedures and particularly do this by reporting any serious concerns to First Response or the Police as appropriate.

We would ask you to support us in keeping children safe by:

- Following the code of conduct and treating people with respect
- Supervising your child at all times unless they are in an organised activity, in which case we would ask you to provide basic details about your child and make sure that we can contact you if there is an emergency.
- Talking to the designated person for child protection if you have concerns about any child using the organisation or the behaviour of any adult in the organisation.

APPENDIX E

Complaints Procedure Notes

It can be very hard for people to make a complaint, particularly in small, local organisations. It can be particularly hard to complain about people in positions of authority such as leaders of Faith Groups. Generally it is much easier to just walk away. You need to know if there is a problem in your organisation so you need to actively promote your complaints procedure and try and make sure as far as possible that there is some level of independent oversight. If children stop coming to an activity ask them why? Whoever is responsible for the complaints procedure needs to know when to refer the complaint to the statutory authorities for investigation. For example any reports or suspicions that a volunteer or member of staff may have abused a child must be referred to First Response (Staffordshire) / Advice and Referral Team (Stoke) and the Police. A complaint that one child may have abused another also needs to be referred to Social Services and the Police for a full investigation.

Many organisations may be members of umbrella organisations who can provide support in investigating complaints and follow up complaints against Leaders or Managers.

Any complaints procedure needs to include: -

- A named person to take responsibility for complaints.
- Information on whom to contact if the complaint is against the manager/person responsible for complaints
- How the complaints procedure will be publicised, do people know complaints will be taken seriously and whom to contact to make one.
- Arrangements for complaints to be investigated.
- Arrangements for people who have made a complaint to be informed of the outcome and what to do if they are dissatisfied with it.

Outline Procedure

1. The person responsible for complaints is Mr Lindsay Scott
2. In the event of the complaint being against them complaints should be made to Mrs Sylvia Gilbert
3. If the complaint leads to any suspicion that a criminal offence may have been committed against a child the complaint should be referred to First Response (Staffordshire) / Advice and Referral Team (Stoke) and the police.
4. Similarly a complaint that leads to a suspicion of abuse of a child that does not seem to be a criminal offence should be referred to First

Response (Staffordshire) / Advice and Referral Team (Stoke); they will refer to the Police if needed.

5. Other matters may need to be referred to the local police station, e.g. theft.
6. Once the complaint has been investigated the complaints office will meet with the complainant to tell them the outcome of the complaint and what action if any is open to them if they do not agree with the outcome.

Appendix F

All round checklist

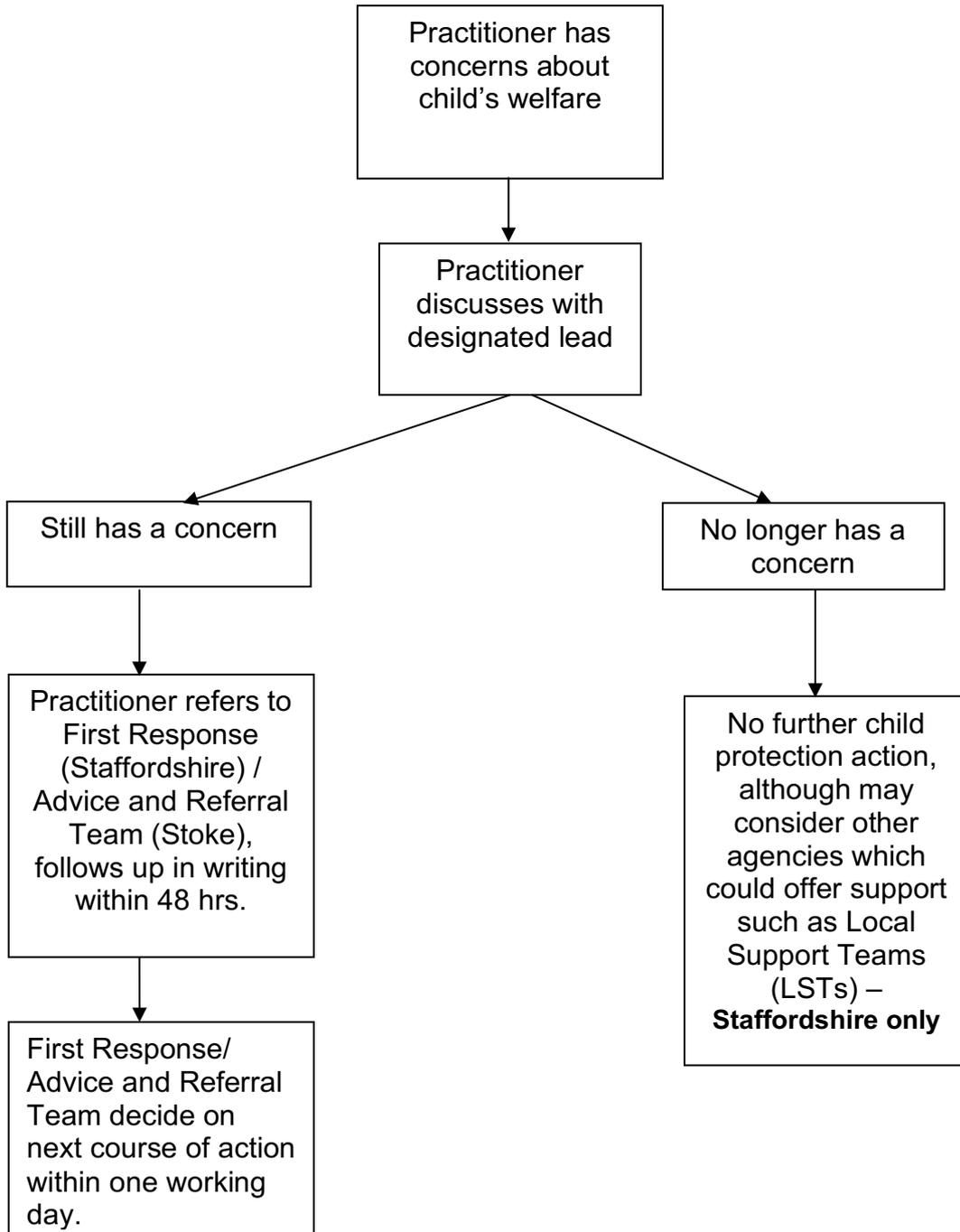
Here is a basic checklist of the main safeguards to have in place. You may have other essential safeguards specific to your group or activity. You can add them in the space below. Think about the safeguarding issues that might come up because of the types of children and young people you have contact with, or the types of activities they are involved in. Furthermore, think about how you would use this information to evidence your efforts in keeping children and young people safe. How do your policies link and feed into each other? Is there a 'golden thread' running throughout your organisation that underpins safeguarding?

Does your group have?	Yes	No	Action needed and when?	Action completed and how?
A child protection policy and a procedure for what to do if there are concerns about a child's welfare. How often are these updated?				
A named person for dealing with concerns or allegations of abuse and step-by-step guidance on what action to take who is level 2 trained.				
A rigorous recruitment and selection process for paid staff and volunteers who work with children.				
A written code of behaviour which outlines good practice when working with children.				
A training plan and regular opportunities for all those in contact with children to learn about child protection and about health and safety.				
A whistle-blowing policy. This is an open and well-publicised way for adults and young people to voice any concerns about abusive or unethical behaviour.				
Information for children, young people and for parents and carers about the child protection policy and where to go for help.				
A protective culture that puts children's interests first – children must feel confident that if they have concerns someone will listen and take them seriously				

Does your group have?	Yes	No	Action needed and when?	Action completed and how?
Guidance on taking children away on trips and on internet use: new technology safety, guidance on photographs, video, digital equipment and web sites, including chat rooms and social networking sites.				
Policies on bullying and on health and safety. You will need processes for dealing with complaints and for taking disciplinary action here necessary.				
Are there up to date written risk assessments that take account of specific activities/ events/ outings/ equipment involving children/ young people/ care needs.				
Are there clear guidelines on consent – e.g. parental consent for activities and when completing a CAF				
Is the information clear on who has parental responsibility/ legal contact and does this impact on the child/ young person?				
Are there systems in place that collect detailed information about each child's/ young persons medical/ dietary needs, allergies/ specific developmental needs				
Is there an up to date first aid box and staff/ volunteers who are first aid trained.				
Is there a reporting procedure for accidents children/ young people and a procedure for those arriving with existing injuries- recording system?				
Do you hold adequate insurance for all the groups/ organisations requirements and is this clearly displayed				
Are you compliant with regulations covering fire precautions, food hygiene, health and safety, use of hazardous substances, reporting injuries and/or diseases and for children under 8 years of age – adult: child ratios				

Appendix G

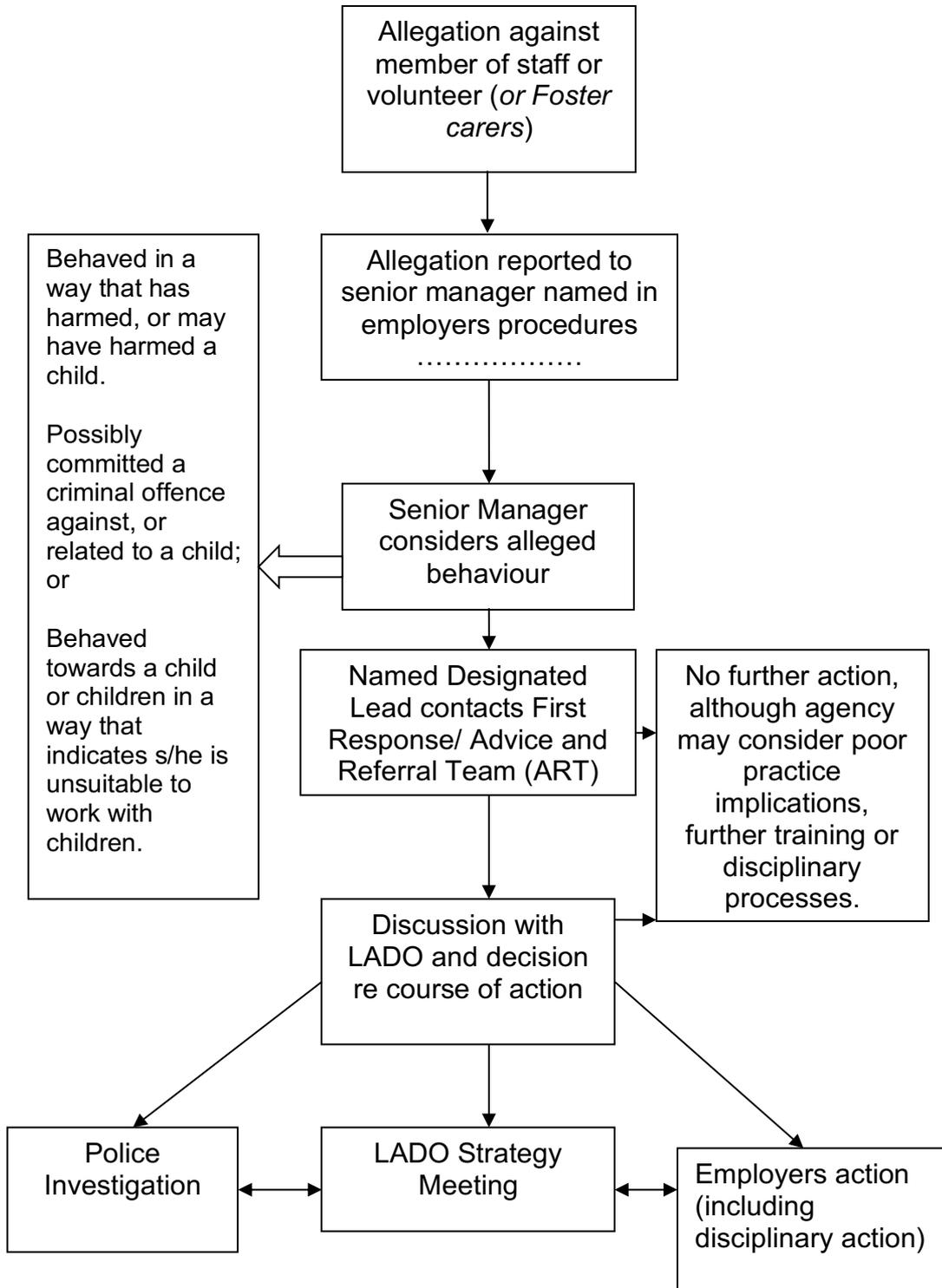
Flow Chart - What to do if you have concern's that a child is being abused



The **First Response Service** (Staffordshire) can be contacted on 0800 1313 126, or in the Police on 101.

Stoke Advice and Referral Team - 01782 234234 during normal office hours, or the Police on 101

Appendix H Managing Allegations against Staff and Volunteers



LADO tracks progress, monitors outcomes and reports to LSCB and Disclosure and Barring Service (DBS)