Faenol Playgroup CIC

Policy Reference Number: 10

Child Protection policy and procedure:

It is the policy of Faenol Playgroup CIC to make children's safety, wellbeing, and protection our highest priority while they are in our care.

We do this by:

- Recognising that it is our legal duty to refer all allegations of child abuse appropriately and without delay.
- Having regard for the Rights of Children and Young Persons (Wales) Measure 2011 and specifically Article 19 of the UN Convention on the Rights of the Child which states: "Children have the right to be properly cared for and protected from violence, abuse and neglect by their parents and anyone looking after them."
- Working in line with the All Wales Child Protection Procedures 2008 (www.awcpp.org.uk).
- Having regard for the Safeguarding Children: Working Together Under the Children Act 2004 (http://wales.gov.uk/topics/childrenyoungpeople/publications/safeguardingunder2004act/?lang=en).
- Developing a professional link with the child protection coordinator in the *Denbighshire CC* and the Local Safeguarding Children's Board (LSCB)[1].
- Ensuring that all who use and work in *Faenol Playgroup CIC* knows that child protection is the responsibility of everyone.

[1] Each Local Safeguarding Children Board (LSCB) has a co-ordinator. Their details are listed at: http://wales.gov.uk/topics/childrenyoungpeople/health/protection/lscb/contact/?lang=en

- Operating a clear and thorough recruitment policy and procedure for staff and volunteers which includes maintaining current enhanced DBS disclosures (and where relevant, Independent Safeguarding Authority (ISA) checks, referring http://www.isa.homeoffice.gov.uk for up-to-date information and requirements) and checks on fitness references in addition to qualifications in line with relevant day care regulations.

- Any advertising of a post makes specific reference to the safeguarding of children and will provide a job description and person specification that describes essential duties and the qualifications required to carry out those duties in line with Care Inspectorate Wales Regulations and National Minimum Standards. Safe recruitment applies to staff, volunteers and students who work within Faenol Playgroup CIC.

- Being aware of The Protection of Children Act 1999: A practical guide to the Act for all organisations working with children (which relates to the Government's aim of establishing a framework of a coherent cross-sector scheme for identifying those people considered to be unsuitable to work with children).

- Implementing an induction process and code of conduct for staff, students, visitors and volunteers. See: http://www.ccwales.org.uk/education-and-learning-for-early-years-and-childcare

- Designating a suitable child protection officer *Catherine Lloyd* who acts on behalf of *Faenol Playgroup CIC* in any child protection matters including making sure that appropriate training and information is available and accessible to all staff, students, visitors and volunteers.

- Ensuring all staff are trained in child protection procedures (this includes recognition of signs of abuse).

- Maintaining appropriate staff: children ratios for the supervision of children that are in line with or exceed regulatory requirements.

- Operating and keeping an up-to-date risk assessment of all activity within *Faenol Playgroup CIC* and ensuring adequate insurance cover is provided.

- Informing all parents/carers of the child protection policy and procedures (including relevant contact numbers) as each family starts to use *Faenol Playgroup CIC*.

- Operating effective policies for arrival and collection of children, outings, behaviour management and inclusive practice and the use of electronic equipment in the workplace.

- Reporting, recording and monitoring any injuries sustained by a child (while away from, or in our care) and/or changes in a child's behaviour; acting when appropriate (parents will normally be the first point of contact, unless it is deemed that this would place the child at risk).

- Responding promptly and appropriately to any suspicion of abuse.
- Recognising signs of radicalisation

The local authority (social services duty social worker) 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).

There are two types of disclosure:

1. A disclosure about a child.
2. A disclosure about professional abuse.

1. Action to be taken in the event of a disclosure about a child:

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

- Listens, showing that they have heard what they are being told and that they take the allegations seriously.
- Does not prompt or ask leading questions.
- Does not ask the child to tell their story more than once.
- Explains what actions they must take (using agreed procedures).
- Does not promise to keep what they have been told a secret or confidential but explains that they will share information only on a 'need to know' basis.

Faenol Playgroup CIC takes seriously its responsibility to disclose information to the relevant people/organisations and reporting concerns is not seen as a betrayal of trust to the person/child making the disclosure.

The member of staff:

- Writes down, using the exact words, what they have been told. This is done immediately.
- 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 registered person/responsible individual and/or designated child protection officer as soon as possible, but without delay.

The registered person/responsible individual designated child protection officer:

- Reports the concerns immediately to the intake and assessment team duty officer of the local social services.
- Informs CIW that a referral has been made and that procedures are being followed.

2. Action to be taken in the event of a disclosure about professional abuse:

If the behaviour of a colleague, adult (including volunteers and 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 give rise to child protection concerns (including cases involving abuse of trust). While the former may be handled 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 contained in Chapter 8: Handling Individual Cases. (Safeguarding Children: Working Together to Safeguard Children under the Children Act 2004.12.3).
http://cymru.gov.uk/pubs/circulars/2007/nafwc1207en.pdf;jsessionid=pC1JPyVdGx3nnGPX1sFfnysrkHmnyTkxYn1MkpVGchDDnMly07n9!545803488?lang=en

- The procedure above (in **1. Action to be taken in the event of a disclosure about a child**) is implemented (adapted to who is making the disclosure).

- The registered person/responsible individual considers the options for removal/suspension without prejudice from duty of the member of staff/volunteer pending decisions made at the strategy discussion.

- The member of staff/volunteer is informed, and written records of discussions and decisions are made in line with the staff disciplinary policy and procedure.

- The registered person/responsible individual informs CIW of any allegations of serious harm to a child committed by any person looking after children in *Faenol Playgroup CIC*, or by any person living, working, or employed on the premises, or any abuse alleged to have taken place on the premises (within 14 days).

- Failure by a member of staff to report suspected abuse will result in disciplinary action being taken.

Making the referral

- The referral is made to social services as soon as a problem, suspicion or concern about a child becomes apparent, and at least **within 24 hours**.
- Outside office hours, referrals are made to the social services emergency duty team or the police.
- The duty social worker taking the referral is given as much of the following information as possible by *Faenol Playgroup CIC*'s referrer, (using the form agreed with the LA child protection co-ordinator).
    - 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 addresses and dates of birth/ages of family members, along with any other names which they use or are known by.
    - The names and relationship 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'/carers' ability to respond to these needs within the context of the wider family environment.
    - Any information affecting the safety of staff.

The registered person has responsibility to ensure that child protection concerns are taken seriously and followed through, remaining accountable for their role throughout the child protection process.

If concerns remain about a child, they will make representations to the intake and assessment team duty officer of social services.

Record Keeping

- *Faenol Playgroup CIC* keeps accurate, concise and clear records in straightforward language to underpin good child protection practice.

  Faenol Playgroup CIC's arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 1998) and requirements made by the Information Commissioner's Office (01625 545740 or visit www.ico.gov.uk).

  Records kept by *Faenol Playgroup CIC* are shared on a need to know basis with social services departments.

Faenol Playgroup CIC's child protection records:

- Use clear, straightforward language.
- Are signed, dated and timed.
- Are concise, legible and comply with professional standards and requirements.
- Are accurate in fact and distinguish between fact, opinion, judgement and hypothesis.
- Are organised and include detailed recording and chronologies and summaries, including all contacts.
- Are comprehensive.
- Clearly record judgements made and actions and decisions taken.
- Clarify where decisions have been taken jointly across agencies or endorsed by a manager.
- Record both formal and informal supervision discussions.
- Record directions given, and agreements or disagreements made in consultation with supervisors or managers.

- *Faenol Playgroup CIC*'s representative/child protection officer attends any multi-agency discussion (this may be a meeting or via telephone) and provides reports as necessary and appropriate.
- The strategy discussion considers risk associated with any allegation and should determine whether a member of staff will be suspended from duty without prejudice *(reference staff recruitment and employment, and whistle blowing policy).*
- Decisions are recorded in writing.

Further advice on employment can be sought from ACAS at www.acas.org.uk

Throughout a child protection investigation

Faenol Playgroup CIC will:

- Make every effort to build and maintain trusting and supportive relationships between families, staff and volunteers.
- Do all it can to support and work with the child's family.
- Share any confidential records on a child with the child's parents, except in cases in
- which parents are implicated and evidence gives rise for concern.

The following contact details are also kept and checked and updated as needed by playgroup manager, Catherine Lloyd:

Safeguarding Personnel	Contact Details
Designated Safeguarding Person:	Catherine Lloyd
Deputy Safeguarding Person:	Rhian Jones 01745583370
Children and Family Services CFS Children's Gateway	**01824 712200** All referrals are to be sent to: cfsgateway@denbighshire.gov.uk
Out of Hours Emergency Duty Team	8.30 am – 5 pm Mon-Thurs / Fri 4.30 pm **0345 0533116**
Safeguarding and Reviewing Unit	**01824 708391**

Police: North Wales Police Headquarters Glan-y-Don Abergele Road Colwyn Bay LL29 8AW Contact number/s: 101 or 999 in an emergency.	
NSPCC:	Call or email help@nspcc.org.uk. **0808 800 5000**
CIW regional office: Phone: 0300 7900 126 Email: CIW@gov.wales Write to: Care Inspectorate Wales Welsh Government office Sarn Mynach Llandudno Junction LL31 9RZ	

All Safeguarding Officers at Faenol Playgroup CIC have had appropriate safeguarding training and have the appropriate skills to address any safeguarding issues that may arise.

The Safeguarding Officer will be the first point of contact for any safeguarding issues and will ensure that appropriate training and information is available and accessible to all staff, students, volunteers and visitors

These Safeguarding Policy and Procedures apply to anyone working within or on behalf of Faenol Playgroup CIC *including Registered Person/ Responsible Individual/ Directors/ paid staff/ volunteers/ students/ temporary staff and should be read alongside all* Faenol Playgroup CIC *policies, procedures and guidance*

This child protection (safeguarding) policy was passed for use in Faenol Playgroup CIC	
On: March 2023	
By: C A Lloyd	Position: Person in Charge
Date of planned review: March 24	

Additional supplementary guidance:

Look at NMS 20 outcome: children are protected from harm and abuse and parents are confident that all possible steps to protect children from abuse are taken.

Regulation 22(1)(a) and (b)

Look at:

- **NMS 20.2** states that you must be familiar with the Welsh Government's statutory guidance on safeguarding children under the Social Services and Wellbeing (Wales) Act 2014 Social Services and Well-being (Wales) Act 2014
- https://gov.wales/safeguarding-guidance
- https://www.safeguarding.wales/
- https://gov.wales/sites/default/files/publications/2019-05/working-together-to-safeguard-people-volume-5-handling-individual-cases-to-protect-children-at-risk.pdf
- Information provided by your local authority; you should understand how the Local Safeguarding Children's Board (LSCB) works in your area
    - https://safeguardingboard.wales/find-your-board/
- https://socialcare.wales/learning-and-development/safeguarding
- United Nations Convention on the Rights of the Child (UNCRC): Article 19 states that children have the right to be protected from violence, abuse, and neglect.
- Publications and guidance about staff recruitment and induction provided by Social Care Wales https://socialcare.wales/learning-and-development/all-wales-induction-framework-for-early-years-and-childcare
- Further advice on employment can be sought from ACAS; www.acas.org.uk
- Information about DBS checks https://www.gov.uk/dbs-check-applicant-criminal-record/get-a-standard-or-enhanced-dbs-check-for-an-employee
- Guidance about confidentiality by the Information Commissioner's Office (01625 545740 or visit https://ico.org.uk

- The Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020 received Royal Assent on 20 March 2020 and will come into force on Monday 21 March.
- The purpose of the legislation is to help protect children's rights; it builds on the Welsh Government's commitment to children's rights under the United Nations Convention on the Rights of the Child. Under the law, parents and other adults acting in a parental capacity will no longer be allowed to physically punish children in Wales.

NMS 21 – notification of significant events.

- **Inform CIW about a significant event on your CIW online account**

If the behaviour of a colleague, adult (including volunteers and 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 give rise to child protection concerns (including cases involving abuse of trust). While the former may be handled through disciplinary procedures or other avenues, child

safeguarding concerns should always be dealt with through local child protection procedures.

CIW requirements: People working in childcare settings that are registered by CIW are required to maintain /update safeguarding training every three years (as well as food hygiene and first aid training). You must have a designated Safeguarding Officer and Deputy in your group setting (NMS 20.4) to take a lead responsibility for safeguarding matters. Name them in your policy/procedures.

Check your local authority website for information and leaflets that you can keep in your setting for parents' guidance.

Look at:

- **the Prevent Duty Guidance for England and Wales (July 2015).** This is the statutory guidance issued under section 29 of the Counter-terrorism and Security Act 2015.
    - https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales
    - https://gov.wales/sites/default/files/publications/2018-03/respect-and-resilience-developing-community-cohesion.pdf
    - https://www.gov.uk/government/publications/prevent-duty-guidance
- Training: Home Office online learning course
    - https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html

A Prevent Duty statement can be included within your Child Protection & Safeguarding policy or alternatively, a stand-alone policy can be created.

Consider:

- the potential for female genital mutilation (FGM) in specific culture groups https://gov.wales/female-genital-mutilation-guidance-professionals
- how the activities you provide reinforce children's understanding of living and playing in an environment of mutual respect where each child can learn that they have a right to have a say and to be listened to https://www.childcomwales.org.uk/uncrc-childrens-rights/ is a useful website with lots of resources.
- Drones are not permitted to be used in or around the setting area. It is considered a breach of safeguarding the children of the setting. If a drone is in the surroundings of the setting, then the children must be taken inside, and the incident is to be reported to the senior leader/designated safeguarding lead.
- Guidance from Wales on managing disclosures: https://www.safeguarding.wales/chi/cp/c2p.p2.html

Legal Framework

This policy is based on legislation, policy and guidance within Wales that seeks to protect children from harm and abuse. This includes:

- Social Services and Well-being (Wales) Act 2014 Part 7, Safeguarding
- Wales Safeguarding Procedures 2019 https://www.safeguarding.wales/

- Working together to Safeguard People Volume 5: handling individual cases to protect children at risk https://gov.wales/sites/default/files/publications/2019-05/working-together-to-safeguard-people-volume-5-handling-individual-cases-to-protect-children-at-risk.pdf
- The Childminding and Day Care (Wales)Regulations 2010 https://www.legislation.gov.uk/wsi/2010/2574/contents/made
    - As amended by the Child Minding and Day Care (Wales)(Amendment) Regulations 2016 https://www.legislation.gov.uk/wsi/2016/87/made
- Article 19 of the UN Convention of the Rights of the Child
- Prevent Duty Guidance for England and Wales 2015
- Well-being of Future Generations (Wales) Act 2015
- Rehabilitation of Offenders Act 1974 (Exceptions) Order
- General Data Protection Regulation (GDPR) Data Protection Act 2018
- Domestic abuse (Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015)

Identifying Harm and Abuse

Abuse means physical, sexual, psychological, emotional or financial abuse (includes abuse taking place in any setting, whether in a private dwelling, an institution or any other place)

Neglect means a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being (for example an impairment of the person's health or, in the case of a child, an impairment of the child's development)
Faenol Playgroup CIC recognises that harm and abuse can take many forms and ensures that all staff, students and volunteers are aware of what might constitute harm or abuse and have the appropriate training to recognise, record and report it appropriately.

The following is a non-exhaustive list of examples for each of the categories of abuse and neglect:
• **physical abuse** - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions.
• **emotional/psychological abuse** - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others.
• **sexual abuse** - forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including:
  - physical contact, including penetrative or non-penetrative acts;
  - non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.
• **financial abuse** - this category will be less prevalent for a child but indicators could be:
– not meeting their needs for care and support which are provided through direct payments; or
– complaints that personal property is missing.
• **neglect** - failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development.

Taken from Working Together to Safeguard People: Volume 5 – Handling Individual Cases to Protect Children at Risk

- Informing all parents about the child protection policy and procedures (including relevant contact numbers) as each family starts to use Faenol Playgroup CIC.
- Operating an effective range of policies and procedures that support and safeguard children within the setting.
- Reporting, recording, and monitoring any injuries sustained by a child (while away from the setting, or in our care). We note changes in a child's behaviour and discuss any issues with parents who will normally be the first point of contact, *except when this may be considered to place the child at risk.*