

# Child Safeguarding & Protection Policy



## **Child Safeguarding & Child Protection Policy**

The safety and well being of all children is of paramount importance and it is the responsibility of all the community of Tiny Treasures Day Care & Education (Directors, Employees, Volunteers and Parents) to promote good child care practice and protect children from harm.

Tiny Treasures Day Care & Education will operate under the relevant provisions of The Children Act (1989) & (2004) and the Birmingham Safeguarding Children Board (BSCB) Guidelines. Any suspicions of abuse will be reported to the relevant Children, Young People and Families Department.

This policy applies to all children from unborn up to 19 years of age (Section 105 of the Children Act 1989, and up to 25 years of age where there is a continuing duty of public care or SEN issues)

Children under 1 year of age are most at risk of abuse. It is therefore imperative that the welfare of the unborn children of service users who are pregnant is considered including the risk from domestic abuse.

This policy has been written in line with government and local guidance, specifically:

- **‘Working Together to Safeguard Children, a guide to inter-agency working to safeguard and promote the welfare of children’ (2013)**  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/281368/Working\\_together\\_to\\_safeguard\\_children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281368/Working_together_to_safeguard_children.pdf)
- Statutory Framework for The Early Years Foundation Stage (2014)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335504/EYFS\\_framework\\_from\\_1\\_September\\_2014\\_with\\_clarification\\_note.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335504/EYFS_framework_from_1_September_2014_with_clarification_note.pdf)

### **Other relevant guidance Documents**

- Birmingham Right service Right Time  
[http://www.lscbbirmingham.org.uk/images/RSRT\\_2013reprint\\_BSCB\\_guidance\\_doc.pdf](http://www.lscbbirmingham.org.uk/images/RSRT_2013reprint_BSCB_guidance_doc.pdf) ▪ Birmingham Early Help Agenda ▪ Ofsted:  
<http://www.ofsted.gov.uk/sites/default/files/documents/eyfs2014/Evaluation%20schedule%20for%20inspections%20of%20registered%20early%20years%20provision%20from%20September%202014.pdf>
- Help children to achieve more: (Every Child Matters .2004)-See appendix 1
- Any relevant information or advice provided by the Early Years and Childcare Team.

Other relevant legislation:

- Children’s Act (1989 s17 , s47 and 2004)
- Protection of children Act (1999)
- Data Protection Act (1998)

- Safeguarding Vulnerable Groups Act (2006)
- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race relations (Amendment) Act & Regulations (1976 & 2000)
- Equalities Act (2006)
- Data Protection Act (1998) Non Statutory Guidance

In order to safeguard children and young people Tiny Treasures Day Care & Education expects all staff, volunteers, students and partners to use the following:

### **CR8/CR10 Forms**

All staff will log any concerns per child for close monitoring. This information will include:

- Any concerns regarding the child
- Any accidents or incidents which may have taken place during their attendance at Tiny Treasures Day Care & Education
- Any significant discussions with parents/carers which the Key person judges to relevant.
- Any communications with outside agencies relating to the child.

Managers will review this information every 4 weeks to ensure proactive measures are taken to support children's individual needs and the holistic needs of the family for any safeguarding issues.

### **The Family Common Assessment Framework (fCAF)**

Children accessing Tiny Treasures Day Care & Education may under-go a pre-CAF assessment in order to establish and address any needs as concerns are raised or on entry as part of the registration process. The PreCAF will be reviewed regularly, as the need may arise, to ensure appropriate support is delivered in a timely fashion.

This promotes integrated multi-agency working, whereby information is shared, service planning and the delivery is coordinated and provided at an early stage to prevent/reduce the likelihood of under-achievement, family breakdown or any other family support needs going unaddressed.

**Information Sharing** promotes multi-disciplinary and multi-agency working at an early stage in order to identify and provide services to children in need of additional support before their needs escalate. Tiny Treasures Day Care & Education expects all staff to refer to the **information Sharing: Guidance for practitioners and managers** to ensure good practice.

<https://www.education.gov.uk/publications/eOrderingDownload/00807-2008BKT-EN-March09.pdf>

Tiny Treasures Day Care & Education will work with its partners to develop a common approach should suspicions of abuse be expressed. Abuse is defined as physical, emotional, sexual, verbal and neglect. Concerns with regard to the impact of domestic abuse on children will also be raised. Any concerns with the exception of sexual abuse may be raised in a sensitive manner with the child's carers. All concerns regarding sexual abuse will be raised with the relevant Children Young People and Families Department prior to speaking with the family, as is procedure.

Staff will make a detailed record of all observations and discussions contemporaneously. This will include the concern, action taken and outcome. The record will be factual and not opinion based. All concerns will be reported immediately to one of the Designated Senior Persons (DSL):

**Senior Designated Persons:**  
**Yasmin Bi (Director, DSL) 0121 4391716**  
**Ameera Whibberley (Nursery Manager, DSL) 0121 772 8111**  
**Zakiya Naz (Nursery Deputy Manager,DSL) 0121 7728111**

At least one DSL is available throughout the day, however if in the unlikely event that they are not present, staff will endeavour to contact them immediate or contact The Children's Information & Advice Service, the MASH or The Emergency Duty Team directly, for further support in case of emergencies.

<b>Name of Agency</b>	<b>Contact Times</b>	<b>Purpose</b>	<b>Contact details</b>
<b>Early Years Duty Team</b>	<b>Monday –Fri 08:00-18:00</b>	<b>General advice, support &amp; safeguarding Queries</b>	<b>Tel: 0121 675 4996 / 1943</b>
		<b>Postition of Trust Concerns</b>	
<b>The Children's Information &amp; Advice Service or</b>	<b>Monday –Thurs: 08.45 – 17.15 and Fri: 08.45 – 16.15</b>	<b>Safeguarding advice&amp; Referrals</b>	<b>0121 303 1888</b>  Email: <a href="mailto:iat.citywide@birmingham.gov.uk">iat.citywide@birmingham.gov.uk</a>
<b>Multi Agency Safeguarding Hub</b>	<b>Mon-Thur: 08:45-17:15 Fri: 08:45-16:15</b>	<b>Safeguarding advice &amp; Referrals</b>	<b>0121 303 1888</b>  Email: <a href="mailto:mash@birmingham.gov.uk">mash@birmingham.gov.uk</a>  <a href="mailto:Secure.MASH@birmingham.gcsx.gov.uk">Secure.MASH@birmingham.gcsx.gov.uk</a>

<b>The Emergency Duty Team</b>	<b>Mon- Thur before 08.45 and after 17.15</b> <b>Fri: before 08.45 and after 16.15 – All Weekend 08:45 on Monday</b>	<b>Emergency support &amp; Referrals</b>	<b>0121 675 4806</b> <b>Email:</b> <a href="mailto:mash@birmingham.gov.uk">mash@birmingham.gov.uk</a>
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### **Circumstances of Concern**

At Tiny Treasures Day Care & Education we are aware that concern over any abuse may develop by direct (verbal) or indirect (drawing, role-play, behaviour) of a child.

At Tiny Treasures Day Care & Education we will create an open safeguarding culture by ensuring:

- ✓ All children are listened to ✓ All children are respected
- ✓ All children are supported to participate in decisions that affect them, as is age appropriate.
- ✓ All Children are respected and valued regardless of race, culture, religion, family constitution, and language.

### **Alerting Signs and Symptoms of Abuse**

#### **Physical abuse may be suspected when:**

There is an unexplained, inconsistent or unreasonable explanation for an injury.

There are repeated injuries.

Injury was knowingly not prevented.

Physical chastisement is observed.

Bruising in babies or children not independently mobile

Bruising to soft tissue areas as oppose to areas of bony prominence e.g. face, back, stomach, buttocks, genitalia, ears, and arms/ armpits or hands or implement imprints on the body.

Cigarette burns, bite or grip marks.

Scold marks where a child appears to have been 'dipped' into extremely hot water. Torn skin inside the upper lip (frenum) of a baby.

#### **Sexual abuse may be suspected when:**

A child exhibits sexual activity inappropriate for their age.

A child has demonstrated a knowledge of sexual acts that is not age appropriate. A

child has physical signs that will require a medical examination by their GP.

Bruising or bites to body parts.

Sexually explicit play, continual open masturbation or aggressive sex play with peers (as distinct from normal sexual curiosity).

Extreme use of sexually explicit language or other detailed descriptions/drawings of sexual activity by the child.

**Emotional abuse may be suspected when:**

A child demonstrates behaviour linked to adult rejection Persistent verbal abuse is observed.

Children are noted to being treated differently from their siblings and/or excluded from family activities.

**Suspicious of neglect may arise when:**

A child appears isolated, excessively hungry, unkempt and inappropriately dressed.

They have been left without age-appropriate adult supervision.

There is an unexplained failure to thrive.

Non attendance at school, excessive late attendance or truancy

Child has responsibilities that are not age appropriate e.g. cooking/ironing etc.

Eating disorders/food hoarding or stealing/ taking food from the bins. Repeated medical appointments have not been kept.

**Suspicious of domestic abuse or exposure to domestic abuse may arise when:**

A child exhibits sudden or unusual levels of anxiety.

Recent change of behaviour (e.g. a confident/happy child suddenly becoming withdrawn, negative self-expressions)

There is a sudden onset of sleep, eating or behavioural difficulties.

A child persistently plays out or talks about adult-like aggressive tendencies/conversation during play.

Persistent verbal abuse is observed.

A child demonstrates persistent use of verbal abuse to peers

A child exhibits sudden and unusual separation anxiety from main carer after having settled into the setting.

Domestic abuse is often coupled with emotional, physical abuse and neglect, therefore staff remain aware of all the above indications.

**Training**

All staff will receive regular training on child protection and safeguarding and support via supervision with a line manager.

All Staff will be expected to complete the one Day Child Protection/safeguarding awareness course.

All DSLs will be expected to complete the Child Protection/Safeguarding for Managers (two Day) Training. In addition to this other courses such as domestic abuse, substance misuse/mental health and Parental Capacity are recommended in order to ensure that families in need are supported well and staff are confident in their knowledge and skills in dealing with issues of this nature.

**Child Protection**

Tiny Treasures Day Care & Education will co-operate with partner organisations to ensure effective communication of children at risk of significant harm and will attend child protection case conferences when required.

1. It is our policy and duty to provide an environment, which enables both staff and parents/carers (whistle blow) to report any concerns that they may have.
2. It is policy for the procedure to be written down and to be accessible to staff and parents/carers at all times.
3. Use of mobile phones and other unauthorised electronic devices is prohibited on the nursery site (see e safety policy)
4. Through own/others observations all staff must report to the manager on duty any causes for concern, e.g. behaviour, emotional, physical signs, bruises/injuries, failure to thrive or any other concerns.
5. If the concern is present on the child's arrival at the nursery the person bringing the child will be asked about the concern by the staff member or senior on duty.

PLEASE NOTE: It is important to avoid excessive questioning to child's parent/guardian.

6. The staff member identifying the safeguarding concern must make a detailed recording of what they have observed on the relevant form (incident or accident form).

**When recording any form of concern on a child staff must ensure:**

- ✓ Differentiate between fact and opinion
- ✓ Note facts accurately and clearly
- ✓ Identify sources of information
- ✓ Use body maps (if possible)
- ✓ Ensure clear and legible writing
- ✓ Ensure documents are dated and signed by the reporting member and any witnesses. Checklist for Protection of Staff against Allegations
- ✓ Always offer support rather than assume it is needed.
- ✓ Treat children with dignity and respect.
- ✓ Be as public as you can.
  
- ✓ Always ensure other staff knows where you are.

7. The DSL on duty must make decision if to take advice from mash or make direct referral to mash.

8. If the concern arises out of normal office hours it must be referred to the Emergency Duty Team on 0121 675 4806. (contact details also on staff notice board in nursery office)
9. When making a referral to the mash Team the DSL will complete an Integrated Referral Form (available online on the Birmingham LSCB website) and await and follow instruction from mash team.
10. Where there has been no further contact from the mash team, the DSL will follow-up the referral by contacting the team. This two-way communication should continue until a satisfactory outcome has been achieved in relation to the child's welfare.
11. If any one has safeguarding concerns on the nursery manager they must immediately inform the TINY TREASURES DAY CARE & EDUCATION Directors Ahmed Shenwari or/and Yasmin Bi. In any form of allegation made against a member of staff or Management the following procedure will be followed.
12. Staff should always comply with the policy of confidentiality.
13. It is the staff member's responsibility to keep regular recordings of any concerns on each child and keep reports updated.
14. All accidents must be reported in writing (using the accident/incident forms) to Management and Parents/Career must be informed.
15. Staff will attend any meetings requested; with the support of a manager e.g. Case Conference, Planning Meetings, TAC meetings and Family CAF meetings.
16. Support will be given to staff through training and supervision.
17. All procedures comply with the Children Act 1989 ,2004 and 2006 and the Early Years Foundation Stage 2012 and reflects advice obtained from Birmingham Local Safeguarding board?
18. Always refer to Birmingham LSCB (Local Safeguarding Children's Board) procedures and 'What to do if you're worried a Child Is Being Abused' document.
19. All staff should attend Child Protection Awareness and have an awareness of Common Assessment Framework.



20. All staff will be required to disclose any issues relating to their suitability to work with children and issues relating to disqualification by association on an ongoing basis via supervisions.

## **Mobile phones**

21. Use of Mobile phones are strictly prohibited from the nursery at all times, phones must be left in office and signed in and out. Signs are up to remind parents at all times.

## **other personal internet connected electronic devices**

22. Use of any personal internet connected electronic devices within the nursery premises is prohibited (inc. mobiles, ipads, laptops etc) and any failure to abide by this restriction will be considered a disciplinary offence.
23. All visitors should be advised regarding this restriction and the procedure should be explained on entry prior to accessing the children's area.
24. Appropriate signage should always be in place to advise parents and visitors as an ongoing basis.
25. All personal internet connected electronic devices (inc. mobiles, ipads, laptops etc) should be handed into the nursery office for safe-keeping a log must be kept to sign in and out.
26. Children's computers and ICT equipment is not internet connected at present.
27. Staff must ensure proper use of the designated ICT equipment in the nursery area in line with the ICT and E-safety policy.

## **Dealing with Disclosures**

- ✓ Do report any concerns and worries to the DSL.
- ✓ Do find somewhere quiet and offer the child time to talk (in sight of other staff).
- ✓ Do write down everything the child tells you in their own words as soon as possible.
- ✓ Do be calm and comforting.
- ✓ Do be supportive to the parents/carers.
- ✓ Note dates, times, who was present, positions in the room, anything factual about the child's appearance. These notes must be kept secure.
- ✓ Always sign and date notes.
- ✓ Only use open ended questions (see Below).

### *Examples of open questions:*

- ✓ Has something happened to you?
- ✓ Can you tell me what happened?
- ✓ Where did it happen?

- ✓ When did it happen?
- ✓ Was anyone else there?
- ✓ Tell me about what happened.
  
- × Don't discuss your concerns with anyone else except on a 'need to know' basis.
- × Don't ask your colleagues to come and look at bruises. Inform your manager.
- × Don't be judgmental, or express horror or anger.
- × Don't ignore what you've seen or heard.
- × Never promise confidentiality.
- × Never take photographs.
- × Never arrange medical examinations.
- × Never attempt a medical judgment.
- × Never remove clothing.
- × Never tape-record an interview/conversation.
- × Do not use leading questions, see below.
- × Do not be judgmental

*Examples of leading questions:*

- × Was it your dad that hit you?
- × Does your sister bully you?
- × Did it happen at home?
- × So that must have upset you.

*Don't think what if I'm wrong - think what if I'm right*

If a matter arises in the Nursery that an (individual) this could be a member of staff, management, visitor, outside agency or student, thinks that another member of staff has acted in a way that has been a breach of their professional conduct, it is that individual's duty to report the matter immediately to the management or Ofsted.

**Confidentiality** All concerns will be treated with confidence and every effort will be made not to reveal a staff member's identity, if they so wish. However, while making all reasonable efforts to maintain the confidentiality of the matter as a whole, at a certain stage in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern.

### **Protection**

This Policy makes it clear that staff can speak up without fear of harassment, victimisation (including informal pressure), discrimination or disadvantage. Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or other procedures that already affect the member of staff. There will be no 'come back' if a member of staff reasonably believes that they have made a disclosure in good faith.

- Your employer has a responsibility to protect you from harassment or victimisation.

- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered as a disciplinary offence.

**Death of a child:**

In the unfortunate event of a death of a child at home or in the setting procedures for reporting must be followed telephone the **Information Advice Support Service (IASS)** on **0121 303 1888** or email [IASScitywide@birmingham.gov.uk](mailto:IASScitywide@birmingham.gov.uk).

**Outside of normal office hours please call 0121 675 4806 for the Emergency Duty Team**

**Concerns about a Person In a Position of Trust**

As the child’s welfare is paramount, this will be treated seriously and will remain confidential within the bounds of those who need to know ie the duty line/ ofsted so that a fair outcome will be reached, support will be provided to the child and family in all cases.

- If a concern arises against any person in a position of trust, (this may include a Manager/cleaner/cook/gardener/student/ staff member or volunteer) manager will ensure the concern is in writing form and details are exactly as seen heard and date and time is recorded.
- Management will immediately speak to the person in confidential with the deputy present if possible and inform them an allegation has been made against them. They will immediately be dismissed without prejudice according to the disciplinary policy).
- The nature of the concern will not be disclosed.
- Staff will be kept informed of what the duty lines action are.

Procedure to report Concerns About a Person In a Position of Trust (in order of contact):

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Name of Agency	Contact Times	Purpose	Contact details
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<b>Early Years Duty Team</b>	<b>Monday –Fri</b>  <b>08:00-18:00</b>	<b>Postition of Trust Concerns</b>  Inform our appointed Early Years and Childcare Team Development Consultant  Obtain a referral form which will be completed and returned within 24 hours of the allegation	<b>Tel: 0121 675 4996 / 1943</b>
<b>The Emergency Duty Team</b>	<b>Mon- Thur before</b> 08.45 and <b>after</b> 17.15 <b>Fri:</b> <b>before</b> 08.45 and <b>after</b> 16.15 – <b>All</b> <b>Weekend</b> -08:45 on Monday	<b>Emergency support &amp; Referral (if out of hours)</b>	<b>0121 675 4806</b>  <b>Email:</b> <a href="mailto:mash@birmingham.gov.uk">mash@birmingham.gov.uk</a>
<b>Ofsted</b>	<b>ASAP</b>	<b>Reporting Position of Trust Concern and action taken.</b>	<b>0300 123 1231</b>

## Whistleblowing policy

Tiny Treasure Daycare & Education Centre is committed to maintaining a culture where it is safe and acceptable for all employees and users to raise concerns about poor or unacceptable service, civil offences (including negligence, breach of contract) or misconduct.

This policy is designed to assist those who have come to a decision to express a concern after a great deal of thought depending of the gravity and seriousness of that concern.

Staff will be encouraged to discuss any concerns they have at staff meetings, team meetings, appraisals, etc. The Manager operates an open door policy for all staff to enable them to express concerns at any time.

Staff must acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant agencies. This is particularly important where the welfare of children may be at risk. You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation.

These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people, who are targeted. These children need someone like you to safeguard their welfare.



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**FURTHER ACTION REQUIRED:**

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**WITNESS NAMES & ROLE:**

NAME: \_\_\_\_\_ ROLE: \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_ ROLE: \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_ ROLE: \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**EMERGENCY SERVICES INVOLVED (PLEASE CIRCLE IF APPLICABLE):** POLICE   EARLY YEARS DUTY TEAM   OTHER

PLEASE SPECIFY: \_\_\_\_\_

**NAME OF LINE MANAGER OR DIRECTOR INFORMED:**

NAME : \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**NAME OF DIRECTOR INFORMED (where concerns arise regarding managers):**

NAME : \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**METHOD OF NOTIFICATION TO EARLY YEARS DUTY TEAM:**

- VIA EMAIL    VIA POST    VIA TELEPHONE (COMPLETE SECTION BELOW) If Via Telephone Please

**complete:**

**NAME OF OFFICIAL INFORMED:** \_\_\_\_\_

STATE CONTACT NUMBER USED \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_  
PROOF/COPIES OF NOTIFICATION RETAINED  YES  NO

NOMINATED PERSON INFORM. PLEASE PRINT NAME SIGN & DATE BELOW:

NAME: \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTABLE ADVISE RECIEVED FROM EARLY YEARS DUTY TEAM:

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Created 27/10/2014

Submitted to directors for ratification: 27/10/2014 (printed copies by hand & email)

**Appendix 1**

**Further relevant information: Every Child Matters 2006**

<https://www.education.gov.uk/consultations/downloadableDocs/EveryChildMatters.pdf>

<http://cw.routledge.com/textbooks/9780415485586/data/EveryChildMatters-OutcomesFramework.pdf>

The 'Every Child Matters'2006 is no longer relevant as there is no reference is made to it or the five outcomes in either the new [Ofsted inspection schedule](#) or in the revised [Statutory Framework for the Early Years Foundation Stage](#)

However the aims, aspirations, goals and objectives of Every Child Matters remain relevant and should underpin all of the work that Tiny Treasures Day Care & Education undertake with young children. However, it is no longer necessary to use the ECM framework and to report against the five outcomes. The Every Child Matters outcomes have been replaced with the following terminology:

Every Child Matters Outcomes (2006)	Help Children Achieve More Outcomes (2010)
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1. Be healthy	1. Health
2. Stay safe	2. Safeguarding and security
3. Enjoy and achieve	3. Education
4. Make a positive contribution	4. Employment and Skills
5. Achieve economic well being	5. Engagement and Participation

- **‘Working Together to Safeguard Children, a guide to inter-agency working to safeguard and promote the welfare of children’ (2013)**  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/281368/Working\\_together\\_to\\_safeguard\\_children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281368/Working_together_to_safeguard_children.pdf)  
**Please note that this document has replaced:**
- Department of Health (DH), Department for Education and Employment (DfEE) and Home Office (2000) [Framework for the assessment of children in need and their families \(PDF\)](#).
- [Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children \(PDF\)](#). (2010)
- [Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 \(PDF\)](#). (2007)
- **What to do if you’re worried a child is being abused (2006)**  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/190604/DFES04320-2006-ChildAbuse.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190604/DFES04320-2006-ChildAbuse.pdf)

Updated on 20/06/2016